



Facilities Study



Request for Proposal
Muskego, Wisconsin
September 2012

Introduction The City of Muskego is seeking a qualified consulting firm to provide a Facilities Assessment Study (FAS). A number of items are to be investigated and recommended within such a study and these items are more detailed and listed below. The study shall consist of evaluating the operational needs, now and into the future, of key properties and structures. In the end, a study should outline the efficiencies/deficiencies of each property/structure and recommend a variety of alternatives to increase efficiencies of the city's physical assets and day to day operations. Such recommendations may result in operational changes and/or physical changes (new buildings, additions, co-locations (internal layout changes), etc.).

Budget The facilities study meeting the specs outlined below may not exceed \$50,000.

Goals of Contract

- Evaluation of key city structures and properties for most efficient and "highest and best" use of space (present and future use).
- Evaluation of various city operations for most efficient and "highest and best" use of space (present and future use).
- Identification of efficient uses of structures/properties via engineering/architectural methods employed by the consultant along with interviews with key city staff in order to identify opportunities for various efficiency needs relating to the different facets of Muskego government:
- A series of detailed recommendations (narratively and architecturally) regarding alternatives on making the city's key structures and properties more efficient (physically and economically) that the city can discuss implementing over the next ten years.
- Cost estimates regarding recommendations posed.
- Submittal of final report to be produced within 180 days of commencement of contract.

Pre-Proposal Meeting

A Pre-Proposal Conference will be held at 9 am on Tuesday September 18th at City Hall, W182 S8200 Racine Avenue, Muskego, WI 53150. Attendance at the pre-conference is not mandatory, but all interested parties are encouraged to attend in order to facilitate better preparation of their proposals. In addition, attendance may facilitate the proposer's understanding of the RFP requirements.

In order to assure adequate seating and other accommodations at the pre-proposal conference it is requested that by Friday September 14th, all potential proposers planning to attend should

email or call the contract manager Jeff Muenkel at (414) 679-4136 or jmuenkel@cityofmuskego.org.

Key Facilities

The facilities and properties listed below will be subject to evaluation of the FAS. The city has all existing building elevations, floor plans and surveys of each structure and property.

- Muskego City Hall (W182 S8200 Racine Avenue): One-story structure; ~19,500 SF on the main floor utilized for general day-to-day city office needs and ~9,000 SF of basement area dedicated for meeting rooms. Shares 20 acre property with Police Department and Veterans Memorial Park.
- Muskego Police Department (W183 S8150 Racine Avenue): One-story structure; 19,000 SF on the main floor (consisting of ~8,500 SF of enclosed garage space, & ~10,500 SF office space) and ~10,000 SF of basement area dedicated for offices, meeting, and training facilities. Shares 20 acre property with City Hall and Veterans Memorial Park.
- Muskego Library (S73 W16663 Janesville Road): Newer and modern one-story 43,000 SF structure located on 6+ acres of land.
- Public Works/Utilities Maintenance Building (W189 S8235 Mercury Drive): One-story structure; ~32,000 SF structure, mainly garage with approximately 2,500 SF of offices/meeting rooms. Various storage structures also exist on 10.5 acres of land.
- Parks Maintenance Building (W180 S7732 Pioneer Drive): 5,837 SF one story structure consisting of 5,148 SF of storage/maintenance area and 689 SF of support facilities on a 1.8 acre piece of land.
- Various Parks Program Buildings:
 - o Old Town Hall (W184 S8074 Racine Ave.): 2,520 SF on main floor for rec programs, 2,520 SF on lower exposed basement level for Historical Society, and 768 SF of bathrooms/storage.
 - o Jensen Park (W185 S6599 Agate Drive): Two story structure; ~ 1,200 SF lower level with kitchen, bathrooms & 1,200 SF upper level for rec programs.
 - o Horn Park (S79 W18200 Horn Park Drive): ~2,100 SF one story structure with garage storage, bathrooms, small concessions area, and rec programs area.

Potential Needs The city has been in discussion on a variety of property/structure efficiency related discussions for the past few years. Some of the thoughts that may come up in the FAS for investigation may be the following items below:

General

- Possible consolidation of the city's real estate holdings based on "highest and best use"
- Maximize value of the city's real estate portfolio through the sale of properties that do not meet the test of "highest and best" use
- Reduce the city's overall facility future operational costs.
- Reduce the number and degree of liabilities associated with the City's ownership of facilities. This not only includes safety but environmental/ADA/sustainability considerations.
- Appropriating various city services in other locations and possibly put properties back on the tax roll for redevelopment.
- Assessment of the recreational program facility needs.

More Direct Ideas

- Moving of Parks Maintenance Building operations to the Public Works/Utilities Maintenance Building location.
- Assessment of the property needs of the Public Works/Utilities property.
- Relocation or expansion of the Police Department.
- Internal modifications of City Hall for better day-to-day relations to the public.
- Overall need of City Hall in current location to serve the community and possible ad-on and co-location of City Hall to the current Library location.

Proposal Content Each proposal shall contain a discussion or information in the following areas:

- (a) Table of Contents. Include a clear identification of the material by section and by page number.
- (b) Letter of Transmittal. Limited to one or two pages. Briefly state the proposer's understanding of the service to be provided and a positive commitment to perform the services as defined in the request for proposal.
- (c) Firm Description. A description of the organization submitting the proposal, its size, organization, legal status (corporation or partnership, etc), professional registration, major type of activity or areas of consulting and it's recent 10 years experience in the performance of similar projects.

- (d) Staff Experience. For each individual actually involved in the project submit the individual's name, title and/or duties for the proposed project, professional registration, a brief description of related past experience including time contribution in this capacity to past projects, and qualifications (resume).
- (e) Project Approach. Please provide a description of the problems you anticipate in this project and how you propose to overcome them.
- (f) Present Work Load. Provide a list of present or committed projects of a similar nature, which your firm is undertaking. The list should include a project description, measure of the project size (length, value, complexity, etc), areas of work remaining, and time remaining to completion of the project.
- (g) Sub-consultants/Associates. Indicate the names and addresses of any sub-consultant or associate proposed to be used to complete the project. State the capacity they would be used in and the approximate percentage of total services they would provide and past experience in their field.
- (h) Scheduling. Provide a timetable that includes a sequence and relationship of tasks within your proposal which are necessary to complete the project.
- (i) Consultant Effort. Provide a detailed analysis (spreadsheet or flow chart) of the direct hours by task and position to complete the project as described in the request for proposal.
- (j) Cost. The cost for providing consulting services as described in the request for proposals shall be submitted as described under "Submission of Proposal" on Attachment A. **COSTS ARE NOT TO BE INCLUDED IN THE TECHNICAL RESPONSE.**

Submittal

One digital (.pdf) copy shall be e-mailed to jmuenkel@cityofmuskego.org and five (5) hardcopies of the proposal must be submitted in a sealed envelope by **2:00 P.M. on October 12, 2012** to:

**Jeff Muenkel, AICP
Community Development Department
City of Muskego
W182 S8200 Racine Avenue, PO Box 749
Muskego, WI 53150-0749**

The following notation must be in the lower left corner of your sealed transmittal envelope:

Muskego Facilities Assessment Study

Envelopes which are not properly identified or received after the above date and time may be rejected.

Cost shall be submitted in a single, separate sealed envelope with the proposal submittal on Attachment A. **The envelope shall be clearly titled "COST" and marked with the project name and the name and address of the submitting firm.**

Evaluation

Evaluation of the proposals will be performed by a committee organized for that purpose. Evaluations will be based on the criteria set forth below. The Contract resulting from this RFP will be awarded to the Proposer that is the most advantageous to the City of Muskego. After review, the committee will recommend a consultant to the City Council for approval of a contract

Proposals for this project will be evaluated by the following criteria:

- Consultant's professional qualifications 5%
- Experience and qualification of your project team 30%
- Consultant's present and committed work load 10%
- Project approach 20%
- Consultant Effort 10%
- Cost 25%

Final Schedule

Release of RFP	September 5, 2012
Pre-Proposal Meeting RSVP	September 14, 2012
Pre-Proposal Meeting	September 18, 2012
Proposal Responses Due	October 12, 2012
Anticipated Council Approval	October 23, 2012

Code Policy

Proposals will be rejected from any party who is delinquent in the payment of real estate taxes to the City of Muskego (as an individual or as part of a partnership or corporation); who has been convicted of violating an order of the Building Inspector; or who has been convicted of a felony crime affecting property or neighborhood stability. Tax and court records may be checked.

Questions

Contact Jeff Muenkel at jmuenkel@cityofmuskego.org or (262) 679-4136 if you have any questions. The city's website address is <http://www.ci.muskego.wi.us/>.

Changes

Any changes or clarifications will be posted on the City of Muskego website. Check the website or call the Community Development Department at (262) 679-4136 to see if there have been any changes.

The City of Muskego reserves the right to reject any and all proposals for any reason at its sole discretion, to negotiate terms and conditions of the eventual contract with the company awarded the sign design and to impose additional use restrictions, if necessary.

The contents of this packet are for informational purposes only and the representations made herein, though thought to be accurate, are without warranty. Development teams should rely exclusively on their own investigations and analyses.

Note: Unauthorized contact regarding this Request for Proposals with any City staff, Elected Officials, or Planning Commission member may result in disqualification (This statement relates to contact used to gain an unprofessional advantage)

ATTACHMENT A- COST
(to be included in a separate sealed envelope)

City of Muskego Facilities Assessment Study

Work performed by the consultant, _____,
resulting with the work as described in the Request for Proposals, for A LUMP SUM OF
\$_____.

This proposal has been submitted by an authorized representative of the above mentioned
consultant as follows:

Printed Name & Title

Signature