

CITY OF WHITEWATER, WISCONSIN

REQUEST FOR QUALIFICATIONS FOR

ARCHITECT SERVICES

FOR RESTORATION OF

WHITEWATER HISTORIC PASSENGER DEPOT



City of

Proposals Due: Monday, March 9, 2009 @ 4:00 PM

WHITEWATER

City of Whitewater
312 W Whitewater Street
PO Box 178
Whitewater, WI 53190
Phone: 262-473-0500
FAX: 262-473-0549

www.ci.whitewater.wi.us

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**REQUEST FOR PROPOSALS
ARCHITECT SERVICES
FOR RESTORATION OF
WHITEWATER HISTORIC PASSENGER DEPOT**

City of Whitewater, Wisconsin Official Notice

Proposals will be received by the City of Whitewater CDA office at 312 W. Whitewater Street, Whitewater, WI 53190 until 4:00PM, March 9th, 2009 for professional architect services for the restoration of the historic passenger depot in the City of Whitewater.

The award to be let under this solicitation is subject to a financial assistance contract between the City of Whitewater and the Wisconsin Department of Transportation in accordance with Chapter 8 of the WisDOT FDM. The successful candidate will be required to comply with all applicable equal opportunity and disadvantaged business enterprise regulations and will be required to certify that it is not ineligible for a federally assisted contract.

Copies of the Request for Qualifications may be obtained from the City of Whitewater by calling (262)473-0500 or on-line at: www.ci.whitewater.wi.us

INSTRUCTIONS TO PROPOSERS

INTRODUCTION

The Historic Whitewater Depot is a red brick, rusticated limestone building with High Victorian Gothic details. The Chicago, Milwaukee and St. Paul Railroads (Milwaukee Road) built the depot in 1890. The depot was designed by architect J. T. W. Jennings, who later, practicing in Madison would become one of the state's notable architects. After serving the railroad into the 1950s, the building was used commercially for a time. In 1974 the Whitewater Historical Society made minimal improvements to the building and opened it as a historic museum. The building is being used as a museum and there has been no work on the building since the 1970s. The exterior is original, as is almost the entire interior, including original wall, ceiling, and floor surfaces, doors, windows, and trim. Today, the building is in structurally good condition, but in need of historically-appropriate restoration. The Railroad Depot is located in Whitewater's Main Street district and in Whitewater's historic downtown.

The City of Whitewater ("City") was awarded a Transportation Enhancements ("TE") Grant from the Wisconsin Department of Transportation ("WisDOT") for renovation of the Whitewater Historic Depot ("Depot"). The purpose of this Request for Qualifications is to solicit qualified firms to provide architect services for renovation of the Depot and to provide construction oversight. The selected team will be expected to handle conceptual design through construction documents, will secure all necessary permits on behalf of the City (state and local, DNR, DOT, WSHS, etc.) and will be responsible for all necessary DOT documentation/coordination associated with the grant in accordance with the "Sponsor's Guide to Non Traditional Transportation Project Implementation."

GENERAL TERMS

You are requested to make a formal proposal to accomplish the Scope of Services as described herein in the form prescribed. Your proposal is to be signed by a duly authorized official of the proposer and shall be submitted to the City of Whitewater by the time and in the manner as described. The City of Whitewater will make no reimbursement for any cost incurred for preparing a proposal or before a formal notice to proceed if awarded a contract.

Each proposal shall state that it is valid for a period of not less than ninety (90) days from the due date.

SCOPE OF SERVICES

The contract to be let under this proposal will be divided into two phases. Phase I, the design phase, will be the design stage conducted starting immediately after receipt of a fully executed three-party agreement between the consultant, the City and WisDOT. Phase II, the construction phase, will be conducted only after the design phase is completed and a construction award has been made for the actual renovation of the Depot.

The consultant will have access to the "Whitewater Depot Museum Feasibility Study" dated March 2008.

The consultant shall provide all architectural services, site plans, feasibility studies, and cost analysis/estimates required to enable the City to advertise for bids on the Depot. The consultant shall complete the various tasks identified herein for Phase I within four (4) months after the contract has been awarded.

The scope of services shall include, but not be limited to, the following tasks:

Phase I (Design)

1. Consultant shall review, analyze, and evaluate existing reports, studies, plans and specifications regarding the facility.
2. Provide an analysis of the building for code & structural deficiencies
3. Develop a detailed work program and appropriate implementation strategy for restoration/rehabilitations. determining cost-effective restoration techniques/materials
4. Provide cost estimates for construction.
5. Provide recommendations for repair, replacement and proper care and maintenance of interior finishes and treatments. (Recommended modifications to the existing interior and exterior should follow the Secretary of the Interior Standards for Historic Preservation).
6. Develop landscape plans for the entire facility.
8. Develop detailed site and design plans, including adjacent streets and sidewalks. Consultant shall be aware of the architectural significance of the Depot and the neighboring Stone Stable and will provide design elements for the Depot that complements the rail passenger depot architecture.
8. Meet with City officials, City committees, including Whitewater Historical Society Members and representatives from WisDOT frequently during the design phase.
9. Develop construction bid ready plans and specifications for contractors. Print copies of blueprints and bound specifications as needed. Specifications shall be prepared using the City's standard format, including: Bidding and Contract Documents, Insurance and Liability Requirements, Instructions to Bidders, General Specifications, Equal Employment Opportunity, Labor Standards, Detailed Specifications and Special Provisions, Including required Federal construction clauses.
10. Conduct pre-bid meetings with contractors as required.
11. Evaluate contractors' bids.
12. Develop recommendations regarding contract awards.

Consultants will be responsible for complete plans and specifications. This will include detailed sets of site, floor, plumbing, structural, electrical, mechanical plans and specifications for bidding/construction purposes. The plans shall be put together with complete front ends from the City and WisDOT. Consultants will also be responsible for a detailed cost estimate (including permit fees).

At this phase, the Consultant shall finalize and submit (paper and electronic) a final report and an "executive summary" of the final report.

*Deliverables: A full report of the findings and recommendations on the building in both five (5) paper(s) and electronic copies. The report will include the schematic designs, the report itself and the developed budgets and phasing options and all pertinent construction administration documents. Plans shall be signed and sealed and all approvals shall be obtained. Electronic copies of the schematic copies of the plans shall be in *PDF format. Electronic copies of the budget shall be submitted in Excel format. The report shall be in word and *PDF format. Per the process- the completed forms & permits for WisDOT, WSHS, DNR, State, City and any others shall be submitted. In addition, paper & electronic copies of the aforementioned reports shall be submitted.*

Phase II (Construction)

1. Provide construction inspection services and review work of contractors relative to the quality and adherence to work schedules and specifications.
2. Review and make recommendations on all change orders.
3. Provide technical assistance during construction phase, including attendance at construction meetings.
4. Provide all necessary construction closeout services using WisDOT standards.

STATEMENT OF QUALIFICATIONS CONTENT

In your Statement of Qualifications, please include:

1. Firm name, address, telephone number and contact person.
2. A one page statement of interest and qualifications for this project.
3. A brief (maximum two-page) project understanding description. Include any concerns.
4. Discussion of firm's specific abilities and expertise to provide the required professional services and qualifications related to project requirements, including project management skills and methodology to monitor project budgets.
5. Key personnel proposed as project team members, including detailed resumes.
6. Descriptions of recent and related projects completed by the firm(s) on similar Depot restoration projects.
7. References of other owners for which the firm has provided similar professional services. Reference information must include:
 - a. Name of owner
 - b. Project name
 - c. Brief description of firm's involvement
 - d. Contact person
 - e. Address
 - f. Telephone number
 - g. Firm's key personnel assigned to the reference project
8. Description of work to be performed outside of the firm, including a listing of subconsultant names, description of work to be performed by the subconsultant, and a description of subconsultant's qualifications. Provide resumes for subconsultant's personnel who will be working on the project.
9. A statement is required describing your equal employment opportunity policy.

Consultant fees will be negotiated in accordance with Chapter 8 of the Facilities Development Manual (FDM) as a three-party contract once a consultant has been selected and should not be included in the proposal.

EVALUATION CRITERIA

The consultant selection process will be qualifications-based selections process (QBS) in conformance with federal regulations published at 23 CFR 172. A committee consisting of City staff and Whitewater Historical Society personnel will evaluate written proposals. The following criteria will be used by the committee in evaluating the qualifications:

	<u>Relative Importance</u>
1. Overall responsiveness to the Request for Qualifications	10%
2. Experience of consultant and subconsultants	25%
3. Qualifications of management team personnel to be assigned	25%
4. Technical approach to the project	20%
5. Ability to finish work within time schedule	20%

The City may, at its discretion, select a firm or firms within a competitive range to be invited to present additional oral or written information. The same evaluation and weights listed above will be used to rank the oral interview phase of the qualifications process.

SELECTION

Upon completion of the qualifications evaluation, negotiations will be conducted with the highest ranked firm to enter into a three-party contract in accordance with Chapter 8 of the WisDOT FDM for the work. If the selection team seeks clarification or further information, interviews have tentatively been scheduled for the week of March 16, 2009.

If an agreement cannot be reached, negotiations will continue with the next highest ranked firm, and so on, until an agreement is reached. The proposed contract will then be submitted to the City of Whitewater Historical Society and the City of Whitewater Common Council for approval. Final terms and conditions shall also be subject to approval of the Wisconsin Department of Transportation in accordance with Chapter 8 of the FDM.

CONTRACT

Following the selection of a contractor, a formal contract for professional services will be presented to the contractor for signature. The contract will follow the Standard WisDOT three-party contract (in accordance with Chapter 8 of the FDM). The contract will describe the scope of services to be performed, compensation, federal requirements, and other provisions. The contract will contain termination for convenience and termination for breach of contract clauses.

TIME FRAME

The contract for Phase I will be for a maximum of 120 calendar days beginning the day the fully executed contract is received by the successful firm.

SUBMISSION OF PROPOSALS

Ten complete copies of your Statement of Qualifications must be received by **4:00 PM on March 9, 2009 (this is not a postmark date)** at the address below:

City of Whitewater
Att: Mary Nimm
312 W Whitewater Street
Whitewater, WI 53190

Facsimile transmittals of proposals will not be accepted.
Site tours can be scheduled by calling Bruce Parker at: 262-473-0500

QUESTIONS CONCERNING THIS RFQ

To ensure that all proposers receive the same information concerning this RFP in a timely fashion, all questions concerning this Request for Qualifications should be directed to Ms. Mary Nimm, CDA Coordinator, at 262-473-0500. Proposers are prohibited from contacting any elected city officials or Historical Society members concerning this Request for Qualifications. Proposers that contact any prohibited officials risk being declared an ineligible contractor.

FINANCIAL ASSISTANCE CONTRACTS

The contract to be let under this solicitation is a three-party contract between the consultant, the City of Whitewater and the WisDOT in accordance with Chapter 8 of the WisDOT FDM.

BID BOND

No bid bond is required for this procurement.

PERFORMANCE BOND

No performance bond is required for this procurement.

PROHIBITED INTEREST

No member, official, or employee of the City during their tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the procedures thereof.

INTEREST OF MEMBERS OF CONGRESS

No member of or delegate of the Congress of the United States shall be admitted to any share or part of this contract or receive any benefit arising therefrom.

CONDITIONAL PROPOSALS

Conditional proposals or proposals that contain modifying or escalation clauses will be declared non-responsive.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written request by the City prior to the due date. No proposal may be written for a period of ninety (90) days after this date and time.

AUTHORIZATION OF PROPOSAL

If the proposal is made by an individual business under a fictitious name, the proposer shall so state. If the proposal is made by a co-partnership, the full names and addresses of all members and address of the co-partnership shall be given and the proposal shall be signed for all members by one member. If the proposal is made by a corporation, an authorized representative shall sign it in the corporate name.

SPECIFICATION CHANGES

All changes to this specification will be made by written addendum.

PURSHASERS' PRIVILEGE

The City of Whitewater reserves the right to reject all proposals or any proposal or to accept any proposal which will best serve the interest of the City.

TAX EXEMPTION

The City of Whitewater is exempt from payment of all federal, state, and local taxes in connection with this proposed contract.

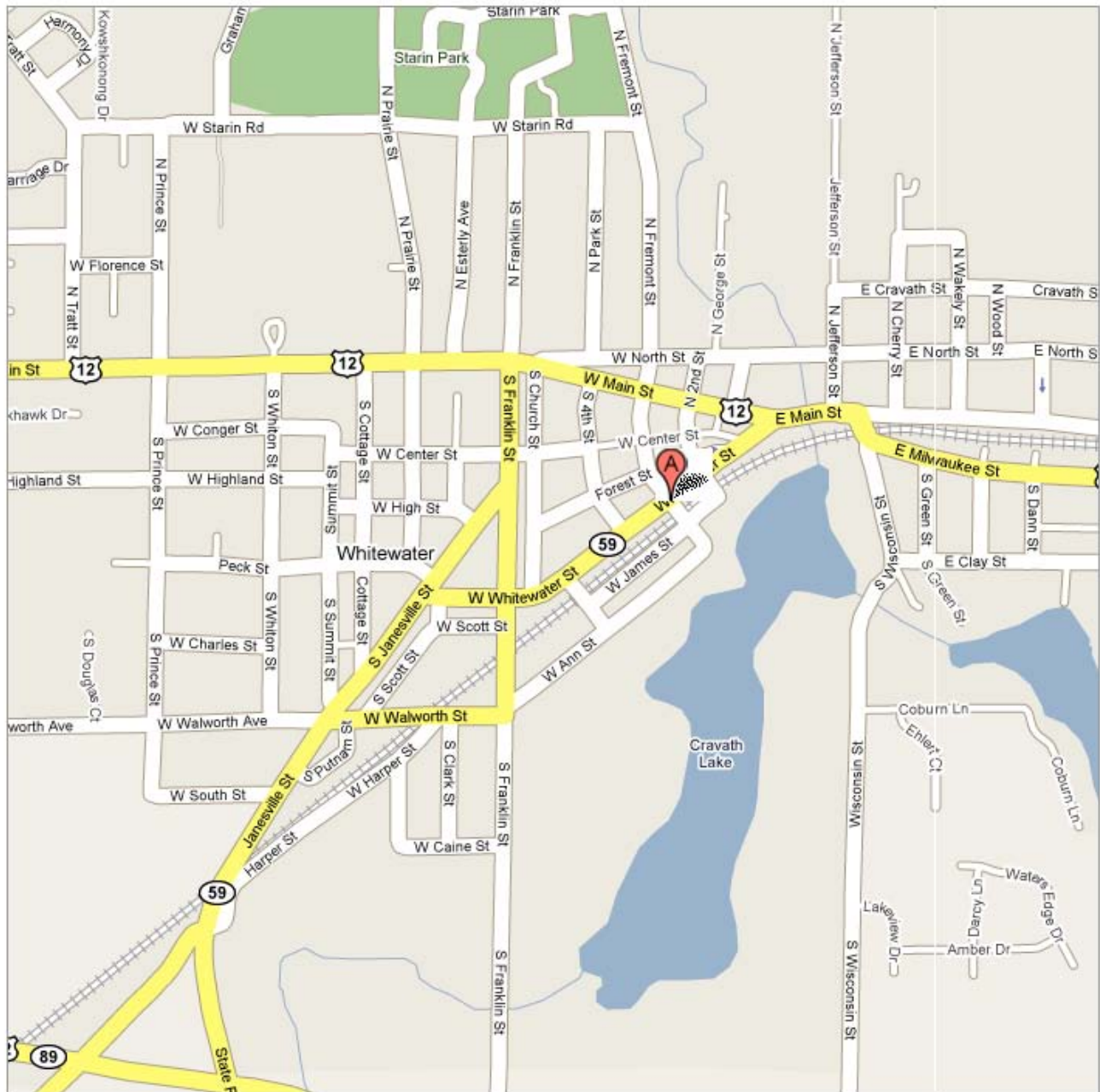
APPENDIX

Map showing Train Depot location

Pictures of the train depot

DOT deliverables specific to Non-traditional DOT projects

Map of Depot Location



Pictures of Train Depot



DOT Deliverables specific to Non-traditional DOT projects*

Initial Site Reconnaissance Checklist
Parcel Reconnaissance Checklist
Utility Certification
Environmental Checklist Certification and Environmental Document
Right-of-Way and Real Estate Checklist
Right-of-Way Plat
Acquisition Capabilities Statement
Construction Permits
Easements
Access Rights
Railroad Crossing Report
Design Study Report
Preliminary Plan
Final PS&E Plan
Construction Bid Letting Checklist and Documents
Project Proposal Certificate
Request to Advertise
Bid Summary
Request to Award
Commitment to Subcontract to Disadvantaged Business Enterprises in the Construction Contract
Construction Acceptance/Inspection Documents (depot only)
Reimbursement Requests (depot only)
Project Completion Certificate and other Documents (depot only)

****In accordance with most recent edition of the Sponsor's Guide to Non-Traditional Transportation Implementation.***