



**Request for Proposals  
Village of Shorewood  
Construction Management Services relating to Shorewood Police Department Renovation Project  
August 2016**

**TABLE OF CONTENTS**

- I. Introduction**
  - A. Project Summary
  - B. Project Contact Person
  - C. Directions for Submittal of Proposal
  
- II. Community Background**
  
- III. Project Description**
  
- IV. Anticipated Project Schedule**
  
- V. Scope of Services**
  - A. Pre-Construction
  - B. Construction
  - C. Post Construction
  
- VI. Proposal Requirements**
  - A. Executive Summary
  - B. Firm History
  - C. Approach to Project
  - D. Past Projects and References
  - E. Safety Record
  - F. Change Order History
  - G. Workload
  - H. Bonding
  - I. Cost Proposal
  
- VI. Evaluation**
  - A. Experience
  - B. History
  - C. Fees
  - D. Project Understanding
  - E. References
  
- VIII. Terms and Conditions**

**EXHIBITS**

## I. INTRODUCTION

### A. Project Summary

The Village of Shorewood ("Village") is soliciting proposals for construction management services to assist with completion of renovations on the property located at 4057 N Wilson Drive, Village of Shorewood, Milwaukee County, Wisconsin. The building was recently purchased by the Village with the intent of converting it to meet the needs of a modern community police department.

The total cost of the Shorewood Police Department Renovation Project, inclusive of architectural services, construction management services, construction services, and all related materials, is not to exceed \$1 million. Project phasing and cost estimates are included as Exhibit "A" of this document.

### B. Project Contact Person

Questions for clarification concerning the RFP should be directed to:

Peter Nimmer, Chief of Police  
Shorewood Police Department  
3936 N. Murray Avenue  
Shorewood, WI 53211  
414-847-2618  
pnimmer@villageofshorewood.org

### C. Directions for Submittal of Proposals

One unbound proposal and 10 copies shall be submitted in a sealed envelope with the bidder's name and address and be clearly marked:

#### **"Municipal Police Department Proposal"**

These materials must be received at the office of the Chief of Police by **3:00 p.m. on Friday, August 26, 2016**, at the following address:

Shorewood Village Hall  
3930 N. Murray Avenue  
Shorewood, WI 53211

Envelopes or packages containing proposals and related materials received after the date and time stated above will be returned unopened.

## II. COMMUNITY BACKGROUND

The Village of Shorewood was established on the western shores of Lake Michigan over 100 years ago. Bordered on the east by the steep bluffs and the sandy shores of Lake Michigan, on the south by the City of Milwaukee and the University of Wisconsin-Milwaukee (UWM) and on the west by the Milwaukee River, the Village of Shorewood encompasses approximately 1.5 square miles. Shorewood's traditional development pattern, accessible business districts and charming neighborhoods create an outstanding walkable community. Approximately 80% of the Village is zoned as residential with a fairly stable population of 13,724.

The Village of Shorewood Police Department is a progressive, community-oriented agency. The Department consists of 25 sworn officers and 6 civilian employees who are committed to providing the highest quality of police service in a professional and courteous manner.

### **III. PROJECT DESCRIPTION**

The Village of Shorewood (“Village”) is soliciting proposals for construction management services to assist with completion of renovations on the property located at 4057 N Wilson Drive, Village of Shorewood, Milwaukee County, Wisconsin. The building was recently purchased by the Village with the intent of converting it to meet the needs of a modern community police department. Zimmerman Architectural Studios, Inc. has completed limited preliminary design development drawings at the direction of the Village for the purpose of developing a concept and direction for the plan. It is intended that these preliminary drawings, which are attached hereto, will provide guidance on development of final plans and specifications through coordination between the Village, the construction manager, and an architect yet to be selected. Specific tasks for the construction manager are delineated in the “Scope of Services” below.

The purpose of this process is to identify qualified firms which may submit proposals to provide the construction management services needed to assist the Village in proceeding with the Shorewood Police Department Renovation Project pursuant to the Project Summary/General Scope of Work, and the Scope of Services outlined below. All actual construction services on the project will be bid pursuant to Wis. Stat. § 61.54 and Wis. Stat. § 61.15. The Village requests Statements of Qualifications as well as proposals for the provision of construction management services as set forth herein.

### **IV. ANTICIPATED PROJECT SCHEDULE**

August 26, 2016	Proposals Due
August 30 and August 31, 2016	Finalist Interviews
September 6, 2016	Village Board of Trustees consideration of contract award
September 12, 2016	Contract Implementation
January 2017	Renovations begin
July 1, 2017	Renovations complete

### **V. SCOPE OF SERVICES**

It is anticipated that the construction manager will create continuity during both the design and construction phases of work and assist the municipality in keeping the project on time and on budget, while retaining the most qualified building construction contractors pursuant to the public bidding process as dictated by Wis. Stat. § 61.54 and Wis. Stat. § 61.15, for the Shorewood Police Department Renovation Project.

- A. Pre-Construction (Design Development) services provided in conjunction with the selected architect are to include:
- a. Meet with the Village to gain a thorough understanding of the project and budget, and assist in selection of an architect for design and development of final plans, specifications and construction documents.
  - b. Develop appropriate construction phases and schedules under which all work will eventually be completed pursuant to Village budget planning.
  - c. Facilitate development of two (2) schematic design alternatives based upon and consistent with the preliminary design development drawings created by Zimmerman Architectural Studios, Inc., and designed to be constructed within the budget constraints as outlined herein.
  - d. Facilitate development of color relevant renderings of a selected schematic design.
  - e. Develop schedules and deadlines for the multiple phases of the construction project, to be determined by the Village based upon budgeting parameters.
  - f. Provide all necessary services during planning and approval process, including but not limited to verifying code compliance, adherence to land use restrictions, compliance with storm water requirements, fire department requirements and any other governmental/ regulatory requirements. Attend public meetings and or meeting with regulatory officials as required for plan approvals.
  - g. Facilitate creation of full construction documents for all work which will be constructed under phase one budget parameters and phasing defined in the design development process. Include all design work, including civil, structural, architectural and mechanical/electrical/ plumbing.
- B. Construction phase services are to include:
- a. Assistance in preparing invitations to bid and bid packages based upon final project plans and specifications, , for all final construction work to be bid pursuant to Wis. Stat. § 61.54 and Wis. Stat. § 61.15, so the Village can identify and select the lowest qualified bidders.
  - b. Determination of appropriate design/construction contingencies and owner contingencies and define how they will be managed.
  - c. Development of a detailed construction schedule. Identify all phasing and sequencing required for the execution of the work. Insure that the schedule meets the needs of all major stakeholders and facility users.
  - d. Advising Village on material selection, construction means and methods and constructability issues. Advise on requirements to pre-purchase materials or issues necessary for maintaining schedule.
  - e. Development and implementation of a quality control program. Identify in advance any Village involvement in the submittal review process. Define a testing program and identify a scope and budget for testing services.
  - f. Provision of project supervision and management. Please provide the level of on-site supervision that is required during construction for this project scope. The services of construction project management and design contract administration will be per the requirements of the American Institute of Architects, and agreed upon in advance with the Village.
  - g. Provision of a secured web site or FTP site which shall be capable of providing all project information to include, but not limited to: plans, specifications, submittals,

- correspondence, photos, reports, meeting minutes, schedules, pay applications and other documents as may be required.
- h. Implementation of a safety program, both for the workers and for the users of the existing facilities during construction.
  - i. Facilitation of job status meetings involving the project manager and the Village no less than twice monthly.
  - j. Preparation of monthly project reports in a level of detail required by the Village to manage the project, and at a level of detail which can be used as a communication tool for the Village.
  - k. Development and management of processes for monthly pay applications, direct-owner purchase invoicing, contingency use, change management and change order review and processing.
  - l. Coordination of work with the Village's staff, vendors, suppliers and any direct contractors related to furnishings, fixtures, equipment and technology.
- C. Post construction phase services to include:
- a. Preparation of punch list, commissioning, operations and maintenance manuals and owner training for each phase of work in conjunction with the turnover of those phases. Provide as-built drawings in both paper and electronic (both .pdf and .dwg) formats. Implement a warranty process.
  - b. Provision of record drawings, operation manuals and warranties at conclusion of construction.

## **VI. PROPOSAL REQUIREMENTS**

Please include the following in the submission package:

- A. Executive Summary: submit a one-page cover letter describing the respondent's qualifications, capacity, capability to perform and commitment to the project budget within the prescribed timeframe.
- B. History of Firm(s): provide an overview of the respondent's company history and philosophy.
- C. Firm(s) Organization: submit an organizational chart for this project, to include the proposed team, names and roles on the project. Key personnel must be assigned to this project and cannot be removed without written authorization from the Owner. The selected firm will assign one qualified individual, who will be the firm's contact person responsible for directing and coordinating all the activities of the firm's personnel and that of all designers and subcontractors. The firm must submit the names of any consulting firms it plans to utilize, their proposed staff, and relevant experience.
- D. Approach to Project: describe the respondent's approach to the project.
- E. Past Projects & References: include a list of similar projects and contact names, phone numbers and email addresses.
- F. Safety Record: the respondent shall submit its safety rating for the past 5 years along with its approach to safety on this project. Explain what specifically will be done for this project to be proactively maintaining a safe environment for the workers.

- G. Change Orders: provide an analysis of change orders on recent past projects, including the number of change orders were required, if the project budget compliance and adherence to schedule.
- H. Workload: provide a list of current and anticipated future workload within the contemplated time frame for this project
- I. Bonding: include a letter from the respondent's bonding company stating ability to bond this project.
- J. Cost Proposal: please provide a fee proposal for Scope of Services described herein, including breakdown of hours of all staff and contracted services by function and hourly rate.

## **VII. EVALUATION**

The Village selection team will evaluate proposals with the following priorities:

- A. Experience with similar projects related police facility design and construction by firm and individual members of project team
- B. Firm's history meeting budget and timetable targets
- C. Professional services fees
- D. Project understanding, including requirement to design effectively and efficiently for current and future phases
- E. Responses from references

## **VIII. TERMS AND CONDITIONS**

The Village of Shorewood reserves the right to reject and or all proposals or to award a contract to the vendor whose proposal is deemed to be in the best interest of the Village of Shorewood.

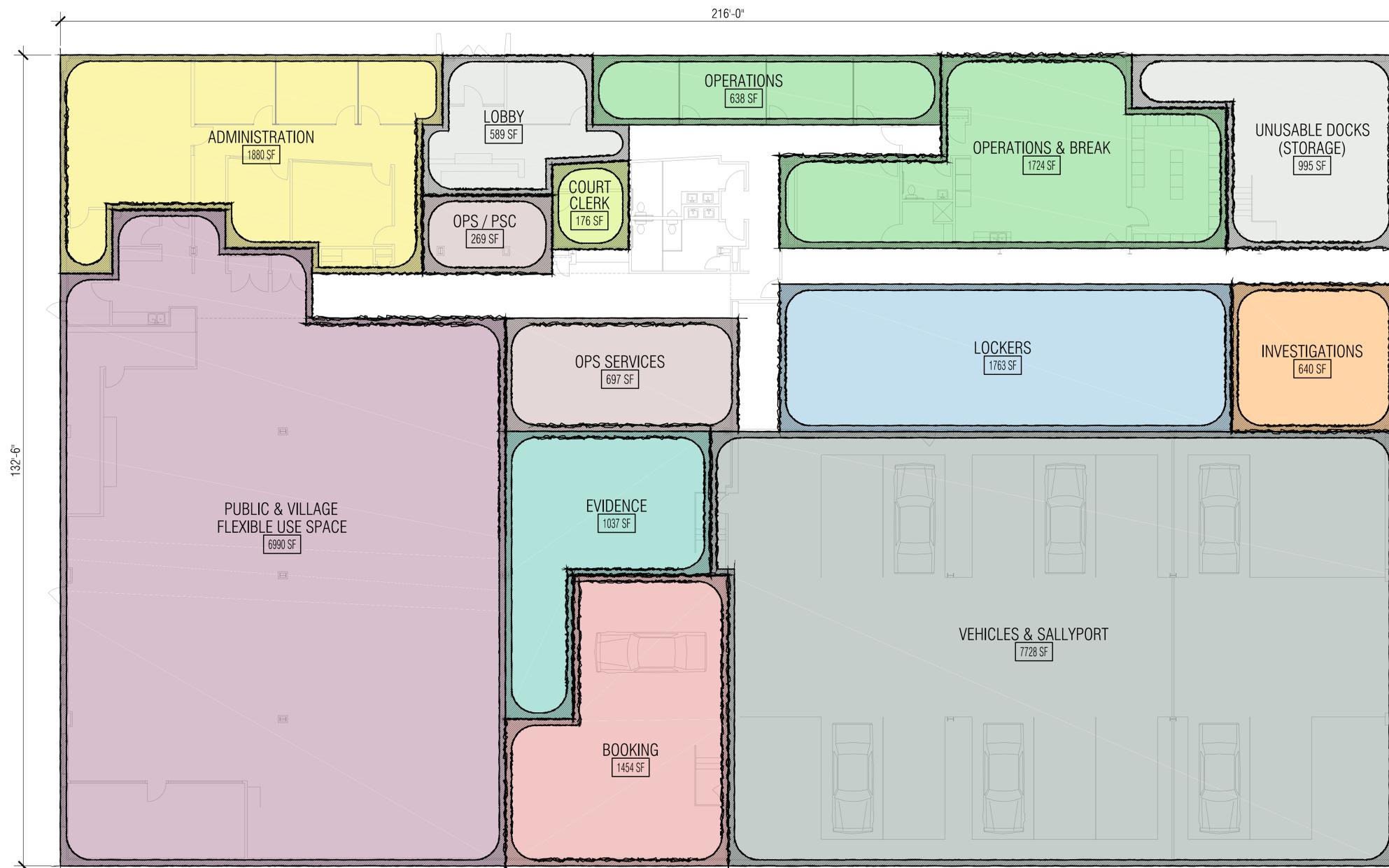
Valid submissions must describe the liability insurance coverage carried by your firm. Please indicate the capability of your firm to hold harmless, indemnify and defend the Village for losses, costs and expense arising from liability claims resulting from alleged negligence of your firm, its officers, employees and subcontractors.

Proposals shall remain valid for a minimum of ninety (90) days.

Changes to the RFP document will be by written addendum only.

There is no expressed or implied obligation for the Village of Shorewood to reimburse responding providers for any expenses incurred in preparing proposals in response to this request.

Proposals submitted are considered public information in accordance with Wisconsin statutes governing data practices. Should you have any sections of this proposal that are considered trade secrets, please identify those in a separate document at the end of the proposal.



ADMINISTRATION	1,880 S.F.
COURT CLERK	176 S.F.
OPS / PSC SERVICES	858 S.F.
LOCKERS & BREAK	1,724 S.F.
FLEXIBLE USE SPACE	6,990 S.F.
OPERATIONS	2,401 S.F.
LOBBY & DOCKS	1,584 S.F.
BOOKING	1,369 S.F.
EVIDENCE	1,123 S.F.
INVESTIGATIONS	640 S.F.
VEHICLES & SALLYPORT	7,728 S.F.
COMMON SPACE / CIRCULATION	2,148 S.F.
<b>TOTAL:</b>	<b>28,620 S.F.</b>

COLOR CODED  
 FIRST FLOOR SPACE PLAN  
 SCALE: 1/8" = 1'-0"

# EXHIBIT

VILLAGE of SHOREWOOD  
 Police Department  
 Estimate of Probable Construction Cost

Construction values	Garage + Booking	All Other PD	Public Space	
Demolition				
Environmental				
Earthwork				
Utilities				
Fencing				
Landscape + Paving				
Concrete				
Masonry				
Steel				
misc Metals				
Carpentry				
finish carpentry				
millwork				
Roofing				
Caulking				
Security Sealant				
Doors, Frames and Hardware				
Overhead Doors				
Glass and Glazing				
Aluminum Storefront				
Studs and Drywall				
Ceramic tile				
Acoustic Ceilings				
Security ceilings				
Flooring				
Painting				
Building Sign				
Toilet accessories				
Toilet partitions				
Lockers				
Partitions				
Fire Sprinkler				
Plumbing				
HVAC				
CCTV				
Fire alarm				
Access Control				
Electrical				
Data Cabling				
sub total				
General conditions				
GC fee				

SF  
unit cost

**Total construction costs**

Total construction costs PD only

	\$0		\$0

Other Project costs	Garage + Booking	All Other PD	Public Space	New construction
Professional Fees				
Permits				
Utilities				
Telecom Tech and Security				
Furniture Furnishings + Equipment				
Special Equipment				
Occupancy Expenses				
Administrative				

**Total other costs**

--	--	--	--

<b>GRAND TOTAL BUDGET</b>			
---------------------------	--	--	--

<b>Comparison</b>	<i>remodel</i> \$0		<i>new</i> \$0
-------------------	-----------------------	--	-------------------

# EXHIBIT

VILLAGE of SHOREWOOD  
 Police Department  
 Estimate of Probable Construction Cost

OTHER COST	Garage + Booking	All Other PD	Public Space	New construction
	\$0	\$0	\$0	\$0
<b>total building area</b>	<b>28,620</b>			
area of garage, booking	9,097	\$0.00		
area of residual	11,538	\$0.00		
area left un modified	995	----		
area of public space	6,990	\$0.00		
	<u>28,620</u>			

Professional Fees				
	\$0	\$0	\$0	\$0
• Architect (S/P/M/E)				
• Civil Engineering				
• Interior Design				
• Landscaping Design				
• Telecom- Data-Security Design				
• Geotechnical Investigation				
• Constr Materials Testing				
• <i>Commissioning - no LEED - commissioning is a prerequisite of certification</i>				
• Document Reproduction				
- Design Phase				
- Bidding & Construction				
• Consultant Reimbursables				
• Commerce plan review				
• Environmental Assessment				
• Survey				

<b>sub-total</b>				
------------------	--	--	--	--

Permits				
• Building Permits				
• Electrical Service Connection				
• Water Service Connection				
• Gas Service Connection				
• Telecommunications Connect				
• Storm sewer connection				
• Sanitary sewer connection				

<b>sub-total</b>				
------------------	--	--	--	--

Utilities				
• Water quality assessment				
• Sanitary sewer assessment				
• Storm sewer assessment				
• Flow/hydrant assessment				
• Relocate existing site utilities				
• Usage charges during constr				
Electrical Service				
Water Service				
Gas Service				
Telecommunications Service				

<b>sub-total</b>				
------------------	--	--	--	--

