



**City of Elkhorn, Wisconsin  
REQUEST FOR PROPOSAL  
For  
Architecture Services**

**Matheson Memorial Library Project  
Flexible Facilities Grant Award Funding**

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## LEGAL NOTICE

### CITY OF ELKHORN REQUEST FOR PROPOSALS

#### ARCHITECTURE SERVICES FOR THE RENOVATION OF THE MATHESON MEMORIAL PUBLIC LIBRARY IN ELKHORN, WISCONSIN.

In accordance with the terms and conditions of this Request for Proposal (the RFP), the City of Elkhorn and Matheson Memorial Library requests submission of qualifications and fee proposals for firms to provide design, pre-construction, cost estimating, bidding, construction phase and closeout services for the above project.

The RFP can also be downloaded from the Matheson Memorial Library's website at <https://www.elkhorn.lib.wi.us/>.

Respondents are to submit qualifications and fee proposals as follows: **All materials must be received via email to [crobinson@elkhorn.lib.wi.us](mailto:crobinson@elkhorn.lib.wi.us) no later than 5:00 p.m. on November 15, 2024.** Materials received in any other format than email, or after that date and time, will be rejected. No materials will be returned.

Please direct all questions concerning this RFP by email to library director Chad Robinson at [crobinson@elkhorn.lib.wi.us](mailto:crobinson@elkhorn.lib.wi.us) or phone at (262) 723-9140. No questions concerning this RFP will be accepted after 5:00 PM on November 8, 2024. The City of Elkhorn makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of MML has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFP and should not contact any staff or official of the City of Elkhorn, nor any members of the MML Board of Trustees for clarification on this RFP.

The City of Elkhorn and/or Matheson Memorial Library reserves the right to terminate the selection process at any time, reject any or all offers, and waive technicalities and informalities at their discretion. The City and/or Library shall not be liable for any pre-contract costs incurred by interested firms participating in the selection process.

## Project Description

The City of Elkhorn (City) and Matheson Memorial Library (Library) are soliciting proposals from professional firms interested in providing design, architecture, and construction administration services for the full design phase, bidding phase, and construction phase of a project known as the “Matheson Memorial Library” located in Elkhorn, Wisconsin. This Request for Proposals (RFP) seeks to identify potential providers of the above-mentioned services.

Minimum requirements include previous experience in public library or similar public educational facility construction administration on a state and/or federally funded project and ability to meet the **total project and grant close out by September 30, 2026**.

The Matheson Memorial Library project consists of renovation of the existing library (20,000 sq. ft.) located at 101 North Wisconsin Street in Elkhorn, Wisconsin. Funds will be exclusively utilized from the Wisconsin Department of Administration Division of Energy, Housing and Community Resources Flexible Facilities Grant (FFG) that was awarded to the city and library in the amount of \$2,172,006.00.

The scope of the project is the following:

1. Design and prepare cost estimates for the renovation of the library including:
  - a. The replacement of key infrastructure (roof, HVAC, boiler, lighting, flooring, bathroom) to improve building efficiency, functional reliability, and indoor air quality for long-term community sustainability.
  - b. The construction of new meeting/study room spaces, elevator installation, and complete renovation of the library’s lower level from storage site to fully accessible classrooms to meet community work, educational, and telehealth needs.
  - c. Redesign and implementation of new flooring solution for library Community Center and Youth Services area.
  - d. Consultation on other aspects of remodeling including furniture selection, relocation of space, and other cosmetic changes.
2. Construction drawings, specifications, plans, permits, bid procedures, and regular reporting.
3. Construction oversight and administration of the library project both during and after contract award.

## Project Schedule

- a. Select and contract with an Architect Firm - February 2025
- b. Construction start - February 2026
- c. Total project and grant close out - September 30, 2026

## Scope of Services

Architectural services for this project will include preliminary design, final design (construction documents for state plan approval, bidding, and construction), bidding and contracting, and overseeing and administering the construction phase, while ensuring FFP program requirements pertinent to the design and construction activities of the project are met. Architect will work with the library's Building Advisory Panel to develop the design.

The firm to be engaged in this project shall be expected to provide all services as necessary for the completion of the project, including but not limited to: Design documents, ADA, safety, historical and environmental assessments as needed to meet state and federal regulatory compliance, preparation of permit applications, preparation of bidding plans and documents, preparation of construction contract documents and administration, construction site management, cost estimates, and close out of the Project. The firm will be responsible for pricing, value engineering, and maintainability and constructability issues. The firm will serve as the City of Elkhorn and Matheson Memorial Library's representative during all phases of planning and construction.

Procurement of said services shall be in accordance with State and Federal regulations applicable to FFG Project funding. All construction subcontracts will be selected by the Matheson Memorial Library by competitive bidding per Wisconsin State Statutes.

Firms interested in being considered for this project must submit Statement of Qualifications materials detailing design examples, qualifications, technical expertise, management and staff capabilities, and related prior experience. Once again, interested applicants must have a focus on improving commercial building efficiency and prior experience in library or educational facility design.

## Proposal Submission Requirements

1. Executive Summary/ Letter of Interest: Interested applicants should submit a cover letter introducing your firm and proposal, and your interest in this project. Describe your understanding of, and agreement with the Scope of Work, and why your firm is the most qualified for this project. Summarize your capacity and capability to perform the work

requested and your commitment to the project budget and the timeframe required. Identify any unique approaches for design or construction of this project, and any strengths that your firm may have related to this project.

## 2. Company Profile:

- Indicate your firm's goals and objectives in relation to this project and in relationship to the long-term objectives of the business.
- Indicate if sub-consultant(s) are proposed for this project.
- Length of time in business (date incorporated) and ownership history of prime and its sub-consultant(s) or joint venture partner(s). Please provide details if the applicant is a wholly owned subsidiary of another corporation.
- Office Location(s)
  - Location of the principal office that will be responsible for implementation of this contract.
  - Location of other offices from which resources may be drawn.
- Size, resources, and capabilities of the firm
  - Organizational structure of the firm for this Project (partners, associates, consultants, subcontractors, and other participants).
  - Services and professional disciplines provided in-house by the firm.
- Financial Strength
  - The City of Elkhorn reserves the right to require vendors selected for the short list to provide proof of financial capacity to provide the required professional services.
- Litigation Status
  - Provide a description of all (pending and closed) litigation against prime proposing entities for the last five years.
  - Describe the circumstances and outcome of each case.

## 3. Experience and Ability of Firm to Perform Services

- Indicate information and experience of your firm. Describe the firm's capability or ability to provide the services requested. Include a list of the firm's recent projects similar in size and nature. Include relevant information on these projects. Include the year, size, and cost of the project.
- Provide a list of current contracts held with client name and contact information (name, title, address, and phone number), client architect and contact information, construction contract cost, and construction manager firm contract cost. Provide a description of the project and scope of services being provided.

- References from three projects completed in the past five years. Provide client name, date of original contract, type/size of facility, name of facility, and contact information (name, title, address, and phone number).
- Indicate the proposed team's experience with public libraries or similar projects of scope and size.

#### 4. Experience, Qualifications and References of Staff

- Provide information regarding the individual(s) that would be involved in the proposed project. Include a bio/resume of the main individuals providing these services. This shall include an explanation of training, license, certification, and experience relevant to this type of project.
  - Indicate what services these individuals will provide for this Project.
  - For design services, thoroughly explain the individual's design approach and experience with the renovation of historic structures and learning spaces.
  - Provide references for the individuals performing these services.

#### 5. Your Proposed Service

- State your understanding of this project and your proposed services. Include any other services (if any) beyond what has been requested that is included within your proposal.
- Submit a proposed schedule for the project. Additionally, you may provide a narrative outlining option for schedule improvement or schedule concerns from the stated project schedule included in the RFP.
- Describe your communication methods for this project.
- Indicate any follow-up services proposed.
- Indicate your expectations of the city and library during this project.
- Provide a list of tasks to be performed by city and library staff in areas such as purchasing, finance, facility management, construction project oversight and others.
- Indicate services provided for: Collaborating on design, managing the project, making sure contractors perform on time and with their best quality, explain what happens when not completed on time, explain the processing of change orders, indicate any proposed mark-up allowed for change orders, explain how your work categories are placed in bidding categories, etc.
- Describe your experience and use of BIM and VDC.
- Self-Performed Work: Indicate which elements of work your firm would propose to perform with its own forces (all work will be required to be competitively bid including self-performed work). Describe your experience and capabilities at performing this trade work.

## 6. Contract Document Samples

Please provide a copy of all intended forms of contract between you and the city.

7. Proposed Cost: Fees will be reviewed along with other criteria by the review panel. Fees should include, but are not limited to, all estimable expenses, general condition items, reimbursement costs, and proposed supplemental conditions.

## Project Condition

The awarded firm must agree to follow all applicable laws and regulations pertaining to the Flexible Facilities Grant (FFG). Information can be found on the WI Division of Energy, Housing and Community Resources to ensure appropriate compliance and funding of the project:

**<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.asp>**

## Selection Process

The Matheson Memorial Library Board of Trustees will select a five-member review panel known as the Building Advisory Panel composed of a trustee advisor, community members, and MML staff to objectively select the firm that will provide the highest quality of service. Selected respondents will be interviewed in January 2025. The firm judged most qualified will be asked to prepare a final proposal which would include fees for said services.

The city and library reserve the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the City may negotiate a contract with the next highest scoring proposer.

No submission will be accepted from any person, firm, or entity that is in arrears for any obligation to the City of Elkhorn, is debarred from contracting for federally or state-funded projects, or that otherwise may be deemed irresponsible by the Building Advisory Panel, the City of Elkhorn City Council, the MML Library Board, or City of Elkhorn staff.

All proposal submissions and the information therein become public information and property of the City of Elkhorn. Submissions may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.