



WILLMAR

**PUBLIC WORKS DEPARTMENT
DIRECTOR/CITY ENGINEER**

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November 2014

CITY OF WILLMAR

CONSULTANT SERVICES REQUEST FOR PROPOSALS CITY OF WILLMAR COMPREHENSIVE FACILITIES MASTER PLAN

INTRODUCTION

The City of Willmar is requesting proposals (RFP) from experienced planning professionals interested in performing professional services related to developing a Comprehensive Facilities Master Plan. Services may include analysis of the City's building facilities and land and physical plant operations in order to prioritize needs for modernization, replacement and growth.

PROJECT

The goals of the Comprehensive Facilities Master Plan include analyzing and evaluating the strengths and weaknesses of the current facilities and project the City of Willmar's needs over the next ten (10) years. The consultant will evaluate the suitability of rehabilitating the existing facilities or designing new facilities to correct current deficiencies and promote efficiencies through organization and proximity of related tasks. These efficiencies may include ADA compliance, sustainability, air quality and energy reduction/conservation. The Plan will evaluate existing facilities to serve current and future needs for: auditorium (total square footage – 36,000 on four levels), civic center (total square footage – 76,000), city hall, community center (total square footage – 12,000), aquatic center, public works garage, vehicle maintenance, municipal utilities building (in conjunction with the existing municipal utilities master plan, 2010), wastewater treatment facility (total square footage – 212,000), old wastewater treatment facility (total square footage – 22,000), WRAC8, Fire Department, equipment and material storage and salt dome. Provide for efficient circulation of vehicles, people, employees and workflow. Ensure site security, estimate costs and evaluate phasing options to make the necessary improvements and study other 2-5 acre sites in, or near the Municipality to serve as satellite sites to support the various operations.

The scope of services for this project may include but not be limited to:

- A. Develop a Master Plan that will serve as a guide to future development and building maintenance into the future.
- B. Develop phasing and costs both for the immediate future (within five years) as well as for the next 10 years.
- C. Expand/Update the April 2007 Municipal Space Needs Study as necessary to coordinate with the Master Plan.
- D. Reference/Coordinate with the existing Municipal Utilities study, completed in 2010.

ARCHITECT/ENGINEER INFORMATION

Submittal of RFP

All proposals must be received no later than 3:00 p.m. January 16, 2015. All proposals received after that time and date will not be considered.

Consultants are required to submit six (6) copies of their proposal in an envelope labeled “Sealed Proposal: City of Willmar Master Facility Plan; 3:00 p.m. January 16, 2015”.

Proposals are to be mailed or delivered to:

City of Willmar, Minnesota
City Clerk’s Office
333 6th St SW
Willmar, MN 56201

For questions regarding the general scope of work or any submittal requirements for the RFP contact Mr. Sean E. Christensen, P.E. at (320) 214-5169 or email schristensen@willmarmn.gov

Format for RFP

The proposal submitted should follow the outline below and provide the following information:

A cover letter shall be included, signed and dated by an authorized representative of the firm submitting the proposal, presenting the firm to the City of Willmar. This letter may describe the firm’s applicable background and experience, including size, history, personnel and special expertise (maximum of three pages).

Provide qualifications of the project team and technical personnel that will be assigned to work on this project (maximum of three pages).

- A. Provide an organizational chart depicting the personnel to be used on the project, their area of expertise, registration, special training, chain of command, and office(s) location. Identify how much of each person’s time will be spent on the project (maximum of three pages).

SPECIAL NOTE: AT LEAST ONE MEMBER OF THE DESIGN TEAM SHALL HAVE A RECORD OF FACILITY MASTER PLAN CREATION.

- B. Provide resume of the above personnel, including specifics related project experience and references (put in proposal Appendix).
- C. Provide a description of in house facilities and resources (i.e. hardware, design software, etc.) and support services that may contribute to the firm’s ability to provide requested services.

Provide a brief but specific outline of the firm’s previous projects that included similar projects. Identify the time frame (beginning and completion date), cost estimate, and completed project costs for each project (maximum of four pages).

Describe how the firm proposes to perform the project as defined in the scope of work. This description should demonstrate the firm’s unique capabilities, innovative approaches, and/or special methodologies to accomplish the project. Provide a projected time frame for the project that demonstrates the firm’s competence to do the work with available manpower and resources taking into account present and projected work-load.

NOTE: THIS DESCRIPTION SHOULD PROVIDE A SYSTEMATIC AND METHODOICAL DESCRIPTION OF HOW THE SCOPE OF WORK WILL BE ACCOMPLISHED,

SUITABLE FOR INCLUSION IN THE FINAL CONTRACT DOCUMENT.

List references of all the firm's clients for the past five (5) years for projects that deal with similar work as proposed. (Put in Appendix.)

FEE

A separate sealed fee estimate must be submitted in addition to the proposal. This fee estimate will be non-binding and non-evaluated. After the selection committee chooses the highest ranking firms, negotiations for a fee will begin using the estimate submitted. This process allows the fee not to be used in the selection process but the City would have information to negotiate an equitable fee with the firm.

The fee shall include a breakdown of the firm's fee based on the phases of work proposed in the methodology, as they relate to the scope of services.

SELECTION PROCESS

Selection Committee

The selection committee will include City of Willmar personnel and possibly Willmar School District personnel.

Selection Criteria

All proposals submitted will be evaluated in accordance with the following factors:

Firm Specific (Maximum 100 Points)

- A. Quality of Firm and Personnel (Maximum 30 Points)
 - a) Related experience on similar projects
 - b) Qualifications, experience and training of staff to be assigned to this project
- B. Capability and Capacity of Firm (Maximum 35 Points)
 - a) Ability to meet all technical requirements
 - b) Capability of firm to meet project time requirements
 - c) Capability of recommended system and equipment to meet project requirements
- C. Record of past performance of firm (Maximum 30 Points)
 - a) Quality of work, on schedule performance, cost performance, cooperation with clients.
- D. Location (Maximum 5 Points)
 - a) Firms with office locations closer to Willmar, Minnesota will receive more points than firms located further from Willmar, Minnesota.

Project Specific (Maximum 100 Points)

- A. Ability of firm to identify project-specific issues (Maximum 20 Points)
- B. Ability of firm to communicate proposed approach to this project (Maximum 25 Points)
- C. Clarity of firm's response and understanding of City's project requirements (Maximum 30 Points)
- D. Organization of the firm's work plan (Maximum 25 Points)

Selection

Following the review and evaluation of all RFP submittals, the list of interested firms will be narrowed to an appropriate short list. Those selected will then be reviewed for their submitted proposal. An interview may be requested to aid in the selection process.

Upon finalization of the selection process and verbal notification of the selected firm, the selection committee or representative will contact the firm to discuss the scope of work and begin negotiation in a contract agreement.

The award will be made to the qualified firm whose proposal is deemed most advantageous to the City of Willmar.

This solicitation is being offered in accordance with City requirements governing recruiting of professional services. Accordingly, the City of Willmar reserves the right to negotiate an agreement based on fair and reasonable compensation for scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate. The City also reserves the right to amend the scope of the project should such action be in the best interest of the City of Willmar.

SCOPE OF WORK AND TECHNICAL REQUIREMENTS

Responding firms should develop a detailed scope of work suitable for inclusion in a final contract. At a minimum, the following items should be addressed in the scope of work. The following list should not be considered as either all-inclusive or sequentially ordered. Firms should draw from their experience and expertise to expand on items to be considered. As appropriate, proposed work items should be arranged in a logical sequence.

Project Team**Introduction**

- Background
- Project Goals
- Organizational Chart
- Process

Executive Summary

- Executive Summary
- Cost Estimates
- Assumptions for Future Development

Facility Needs Analysis

- Facility Needs
- Program Surveys
- Operations Staffing Projections

Site Analysis

- Site Analysis
- Site Location

Site Description
Traffic Access
Site Circulation
Adjacent Land Use
Historical Resources
Utilities
Drainage

Regulatory Requirements

Regulatory Requirements
Zoning
Site Development Requirements
General Development Requirements

Facility Design Concept

Design Issues and Opportunities

Evaluation of Satellite Sites

Design Issues and Opportunities for other 2-5 acre sites within or near the Municipality

Implementation Strategy

Recommendations
Infrastructure Guidelines
Project Budgets
Phasing Plans (existing conditions through final phase, including landscaping to buffer the operations of each phase)

MEETINGS

Public meetings to review plans – Assume 2
Progress meetings with Municipal Teams – Assume 4
Meetings to interview key staff – Assume 4
Meetings with Planning Commission – Assume 2

DELIVERABLES

50% Progress Plans (Analysis and Master Plan) and Report
Final Draft Plans (Analysis and Master Plan) and Report
Final Plans (Analysis and Master Plan) and Report
Opinion of Cost
Minutes of all meetings

PROPOSED PROJECT SCHEDULE

RFP to Consultants	November 22, 2014
Submittal Deadline	January 16, 2015
Selection of Firm	February 9, 2015
Prepare/Negotiate/Approve Agreement	February 24, 2015
Notice to Proceed	March 3, 2015
Pre-design/Preliminary plans	July 10, 2015
Final plans	September 11, 2015