



CITY OF
SUN PRAIRIE
Wisconsin

**CITY OF SUN PRAIRIE
REQUEST FOR PROPOSALS**

RFP# 23-PW05

Public Services Campus Master Plan

Date Issued: Friday, January 27, 2023

SUBMIT RFP TO

City of Sun Prairie

Finance Department

300 E Main St

Sun Prairie, WI 53590

SUBMISSION DEADLINE

Friday, March 24, 2023, 11:00 AM

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I. NOTICE TO PROPOSERS

A. Summary

The City of Sun Prairie department of Public Works is soliciting proposals from qualified vendors for a Public Services campus master plan. Vendors submitting proposals are required to read this Request for Proposals “RFP” in its entirety and follow the instructions contained herein.

B. Important Dates

Deliver proposals no later than the due time and date indicated below. The City will reject late proposals:

Issue Date: **Friday, January 27, 2023**
Questions Issue Date: **Friday, February 10, 2023**
Answers Posted Date: **Friday, February 17, 2023**
Due Date: **Friday, March 24, 2023, 11:00 AM CST**

C. How to Submit a Proposal

Electronic proposal in PDF format. Cost must be submitted separately. Electronic proposal should include:

Signature Affidavit (Form A): 1 Copy
Receipt of Forms (Form B): 1 Copy
Vendor Profile and Qualifications (Form C): 1 Copy
References (Form D): 1 Copy
Insurance and Indemnification (Form E): 1 Copy
Sustainability Questionnaire (Form G): 1 Copy
Cost Proposal (Form F): One Copy in separate sealed envelope
Printed or Electronic Proposal: One Copy (Cost separately)

All proposal costs are the expense of the proposer. The City will not consider illegible proposals. Elaborate proposals beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

Complete and return the proposal and Forms A through G to City of Sun Prairie Finance Department by **Friday, March 24, 2023, 11:00 AM CST**.

All proposals must be clearly labeled:

Proposer’s Name and Address
RFP #: 23-PW05
Title: Public Services Campus Master Plan

All email correspondence must include RFP # in the subject line.

Delivery of electronic copy to: via email to purchase@cityofsunprairie.com

Proposals must be delivered as instructed. Deliveries to other City departments and/or locations may result in disqualification.

D. Contact Information

The City of Sun Prairie Public Works is the procuring agency:

Ben John
City of Sun Prairie Public Works
300 E Main St
Sun Prairie, WI. 53590
Phone: 608-825-0713
bjohn@cityofsunprairie.com

E. Inquiries, Clarification & Exceptions

Proposers are to raise any questions they have about the RFP document without delay. Direct all questions, in writing, to the department contact listed above in section D.

Proposers finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP document shall immediately notify the buyer and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post addenda – see Addenda below. Proposers are strongly encouraged to check for addenda regularly.

Proposals should be as responsive as possible to the provisions stated herein. A prospective vendor may take “exception” to bid terms, conditions, specifications and dates stated within the bid package. However, the City of Sun Prairie reserves the right to disqualify any and all bids submitted which include exceptions, if deemed not in the City’s best interests.

F. Addenda

In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post addenda to the same websites as the original distribution – see G below. It is the proposer’s responsibility to regularly monitor the websites for any such postings. Proposers must acknowledge the receipt of any addenda on Form B. Failure to retrieve addenda and include their provisions may result in disqualification.

G. Bid Distribution Networks

The City of Sun Prairie posts all Request for Proposals, addenda, tabulations, awards and related announcements on two distribution networks – VendorNet and DemandStar. The aforementioned documents are available **exclusively** from these websites. It is the proposer’s responsibility to regularly monitor the bid distribution network for any such postings. Proposer’s failure to retrieve such addenda and incorporate their appropriate provisions in their response may result in disqualification. Both sites offer free registration to City proposers.

- **VendorNet** System: State of Wisconsin and local agencies bid network. Registration is free.

Home Page: <http://vendornet.state.wi.us/vendornet>

- **DemandStar** by Onvia: National bid network – Free subscription is available to access proposals from the City of Sun Prairie and other Wisconsin agencies participating in the Wisconsin Association of Public Purchasers (WAPP). A fee is required if subscribing to multiple agencies that are not included in WAPP.

Home Page: www.demandstar.com

To Register: www.onvia.com/WAPP

Bid Opportunities: <http://www.cityofsunprairie.com/504/Bid-Opportunities>

H. Local Vendor Preference

The City of Sun Prairie has included a local vendor preference granting a scoring preference to local suppliers. The “local area” is defined as a physical address where the entity does business within the City of Sun Prairie. United States Post Office boxes or other private postal boxes are insufficient to satisfy the requirements of this section.

Exemptions and limitations may apply. Due to state law, buy local preference may not apply to public works projects. Due to federal restrictions, federally funded programs are also exempt. Exemptions will also be made for emergencies, sole source purchases, cooperative purchasing agreements and cases in which a local vendor is not qualified as determined by City staff. If it is determined by City staff that a vendor has misrepresented its local status, it will be ineligible to receive preference.

I. Oral Presentations/Site Visits/Meetings

Proposers may be asked to attend meetings, make oral presentations, inspect City locations or make their facilities available for a site inspection as part of this RFP process. Such presentations, meetings or site visits will be at the proposer’s expense.

J. Acceptance/Rejection/Withdrawal of Proposals

The City reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at the City’s discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any proposer responding to this request. The City expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).

K. Public Record Law Compliance

It is the intention of City to maintain an open and public process in the solicitation, submission, review, and approval of contracts.

a. The parties acknowledge that City is a municipal corporation legally bound to comply with the Wisconsin Public Records Law and Open Meetings Law (see sections 19.32-19.39 and 19.81-19.98, Wis. Statutes) and that, unless otherwise clearly allowed by law to be an exception to the Public Record Law and confidential, all aspects of this agreement are subject to open disclosure and are a matter of public record. It is further agreed to that neither party will take any action to obstruct the operation of these laws. To comply with any request under said Public Record Law, the provider/contractor herein shall produce copies of all materials, gathered or produced or modified pursuant to this Contract to City, in their original (i.e., electronic or digital, etc.) format at actual cost of reproduction, without profit. According to Wisconsin caselaw, even if records are created or maintained by, or in the custody of, the provider as an independent contractor, they, along with the raw data used to create the record, are nevertheless public records that must be made available to the public within a reasonable time and without delay upon request by any person, and in the format in which they were created. Provider/contractor agrees to hold City, its agents, officials and employees harmless and to indemnify them and City for all costs, fees, including all reasonable attorney fees and expenses of all kinds, and any judgments, orders, injunctions, writs of mandamus, and damages or expense of whatever kind for which City or its agents, officials or employees may expend or be held liable due to the Provider/contractor's failure to comply with the Wisconsin Public Records and Open Meetings laws, or with this Agreement.

b. Any Public Records Law request received directly by a contractor related to this Contract with City shall immediately be reported to the City Administrator.

L. Public Records Notice

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Information qualifying as a "trade secret" – defined in State of Wisconsin Statutes – may be held confidential.

Proposers shall separately and clearly identify all information they deem to be "trade secrets", as defined in the State of Wisconsin Statutes. Do not duplicate or co-mingle information deemed confidential and sealed, elsewhere in your response.

S. 19.36(5)

(5) TRADE SECRETS. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined in s. 134.90(1)(c).

S. 134.90(1)(c)

(c) “Trade secret” means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

The City cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The City cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. The City will not provide advance notice to proposers prior to release of any requested record.

To the extent permitted by such laws, it is the intention of the City to withhold the contents of proposals from public view – until such times as competitive or bargaining reasons no longer require non-disclosure, in the City’s opinion. At that time, all proposals will be available for review in accordance with such laws.

M. Tax Exempt

The City of Sun Prairie as a municipality is exempt from payment of federal excise taxes and State of Wisconsin taxes per Wisconsin statute 77.54(9a). Federal Tax ID #39-6006382. A completed Wisconsin Department of Revenue Form S-211 (R.2-00) can be found on the City website. Our tax-exempt number is ES 42322.

N. Cooperative Purchasing

Bidders may choose to extend prices offered on bids to other municipalities. Under Wisconsin Statutes, a municipality is defined as a county; city; village; town; school district; board of school directors; sewer district; drainage district; vocational, technical and adult education district; or any other public or quasi-public corporation, officer, board or other body having the authority to award public contracts. This is known as “cooperative” or “piggyback” purchasing, a practice common amongst units of government. The City is not responsible for any contract resulting from a cooperative purchase using this RFP as a basis; they are made solely between the bidders and third party unit of government.

O. Terms of Contract

1. Term of Contract – The term of the contract shall be for a one (1) year period to commence on: **Friday, April 28, 2023**, ending on **Sunday, April 28, 2024**.

2. Option to Extend – The City of Sun Prairie reserves the right to extend the contract for one (1) additional year period, upon the same or more favorable terms and conditions, and under mutual agreement of both parties.
3. Contract Extension Pricing – Contract prices on an extended contract will be adjusted (escalated or deescalated) based upon the average annual change in the Consumer Index for “All Items” published by the Bureau of Labor Statistics (BLS) (Table 1A. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category and commodity and service group, Expenditure Category “All Items”). The CPI-U value is published by the BLS at its website: <http://www.bls.gov/cpi/news.htm>

The price for an option year shall be based upon the percent change in the CPI-U from the preceding year applied to the current contract year price to obtain the option year price.

The City of Sun Prairie reserves the right to discontinue the contract’s remaining option year and may elect to re-advertise the contract in whole or in part when changes in prices are not mutually acceptable between the contractor and the City.

Any and all changes to the contract terms and conditions shall be evidenced in writing by amending/modifying the contract.

4. Subcontracting Regulations – Successful vendor(s) will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any portion therein, or its right, title or interest in, to any person, vendor or corporation.

P. Cancellation/Termination of Contract

The City of Sun Prairie may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the contractor. Upon termination, the City’s liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the City. In the event that the contractor terminates the contract, for any reason whatsoever, it will refund to the City within 30 days of said termination, all payments made hereunder by the City to the contractor for work not completed or not accepted by the City. Such termination will require written notice to that effect to be delivered by the contractor to the City not less than 30 days prior to said termination.

Q. Evaluation Process and Scoring

Evaluation Team

The RFP will be reviewed by the Evaluation Team. Evaluation team consists of at least three members and at most five members. At least one member from each of the following departments: Department that initiated the RFP, reporting committee and Finance Department. All proposals will be scored individually. The staff member from the Finance Department will oversee the evaluation process to ensure fairness within the process. This

process may take a few hours or a few days, depending on the number and length of proposals and the availability of those on the evaluation panel.

Evaluation team will examine each proposal to determine if all minimum requirements have been met to warrant further evaluation. Proposals meeting the minimum requirements will be evaluated in accordance with the point rating system. To qualify as a competent proposer written proposals must achieve an overall minimum of 80 % for the categories marked with an asterisk (*).

Minimum Requirements

1. Engineers and architects that are state licensed.
2. Demonstrated past experience with developing facility and/or campus master plans.
3. Experience working with government agencies, preferably a local municipal government agency.
4. An experienced team with expertise in the following areas:
 - a. Master planning
 - b. Site development
 - c. Sustainability, including net-zero energy performance
 - d. Wetlands, environmental assessment, ecological restoration, land stewardship
 - e. State/Federal grants

Evaluation Criteria and Process

Evaluations of the proposals will be based on a weighted point system as follows:

Criteria	Description	Point Weight
1	Qualifications of Firm*	25
2	Relevant Experience of Firm*	25
3	Costs	25
4	Sustainability	10
5	DBE/WBE/DVB	10
6	Local Preference	5
TOTAL		100

Definition of Major Criteria Categories:

Qualification of Firm: The evaluation is based on qualifications and competence in relation to the scope of the project, the overall approach and strategy described in the

proposal and company's capacity to perform the work within the specified timeframe, the professional qualifications of key personnel related to the work described in the scope of the project.

Relevant Experience of Firm: Evaluation is based on the history of the company, the experiences as it related to the requirements within the RFP, evidence of past performance, quality and relevance of past work, reference and related items.

Sustainability: The City's vision is to create and expand sustainability practices while always recognizing the interdependence of environmental quality, economic resiliency and growth, and social equity. Evaluation is based on the effect business has on the environment, society and economy.

DBE/WBE/DVB:

DBE (Disadvantaged-Owned Business Enterprise):

- At least 51 percent owned by one or more socially and economically disadvantaged individuals; and
- Controlled (managed and operated daily) by one or more socially and economically disadvantaged individuals.

WBE (Woman-Owned Business Enterprise):

- Organized as a for-profit business, performing a commercially useful function;
- At least 51 percent owned by one or more women; and
- Controlled (managed and operated daily) by one or more women
- There are no size restrictions for WBE certification

DVB (Disabled Veteran Business)

- At least 51% owned, controlled, and actively managed by an identified service-disabled veteran and serve a useful business function.
- The service-disabled veteran owner has demonstrated that they: 1) Have a certificate of release or discharge from active duty (Form DD214); 2) Reside in Wisconsin; and 3) Have a disability rating of at least 0% with the Department of Veteran's Affairs or an Armed Services Branch.

Local Preference: To qualify as "local," a business must meet at least two of three criteria:

- The portion of its employees working at facilities in the City of Sun Prairie (at least 50%);
- The portion of ownership vested with City of Sun Prairie residents (at least 50%); and
- The portion of sourcing within the City of Sun Prairie area (at least 15%).

Evaluation of Criteria

Criteria 1 and 2: Qualifications of Firm and Relevant Experience of Firm:

Evaluation team will use the evaluation scoring guide below to evaluate these two criteria. Each criteria will have a maximum number of points assigned to it. Based upon how well the proposal addressed each criteria, the evaluation team assigns a percentage of 0% up to maximum percentage of 100% to each criteria and then multiplies the maximum points by the appropriate scoring percentage to compute the final score.

Evaluation Scoring Guide					
Percentage (%)	Quality of Response	Description	Strengths Relative to Requirement	Weaknesses	Confidence In Proposed Approach
90-100	Excellent	The proposal addresses the requirements completely, exhibits outstanding knowledge, creativity, innovation or other factors to justify this rating.	Meets requirements - numerous strengths in key areas.	None	Very High
80-89	Good	The proposal addresses the requirements completely and addresses some elements of the requirements in an outstanding manner	Meets requirements - some strengths in key areas	Minor - not in key areas	High
70-79	Moderate	The proposal addresses most elements of the requirements.	Meets most requirements - minimal strengths provided in their response.	Moderate - does not outweigh strengths	Moderate
60-69	Marginal	The proposal meets some of the RFP requirements.	Meets some of the requirements with some clear strengths.	Exist in key areas - outweighs strengths	Low
0-59	Unacceptable	The proposal meets a few to none of the RFP requirements.	Meets a few to none of the requirements with few or no clear strengths.	Significant and numerous	No Confidence

For example:

Criteria (1)	Point weight (2)	Percentage (3)	Final Score (2x3)
<i>Qualifications of Firm</i>	25	80%	20
<i>Relevant Experience of Firm</i>	25	90%	22.5

Criteria 3: Cost

The Finance Department complete the evaluation of the cost points. The proposal with the lowest cost received the maximum points allowed. All other proposals receive a percentage of the points available based on their cost relationship to the lowest cost proposal.

$$\frac{\text{Price of Lowest Cost Proposal}}{\text{Price of Proposal Being Rated}} \times \text{Maximum points available} = \text{Awarded Cost Points}$$

For Example:

The cost for the lowest proposal is \$100,000. The next lowest proposal has a cost of \$125,000. If the total points available for the cost criteria = 25 points, the next lowest proposal would be assigned 20 points ($\$100,000/\$125,000 \times 25\text{pts}$)

Criteria 4: Sustainability:

The proposal should demonstrate alignment with the City's sustainability objectives, as outlined in the Task Force on Sustainability [Report](#) (specifically, Strategic Recommendations starting on page 11). Examples include business efforts to reduce resource consumption (electricity, fuel, water, materials, food, etc.) and associated emissions, relevant commitments to sustainability initiatives or goals, and progress towards or completion of industry-standard certifications (examples include GRI, LEED, ISO14001, SASB); relative to the type of product/service being provided. The evaluation team will use the scoring guide below to assess responses, understanding that sustainability is a broad undertaking with many potential strategies and outcomes. Proposers are required to complete the Form G: Sustainability Questionnaire and submit it with the proposal.

Scoring Guide

Criteria	Measurement	Score	Guidance
1. Reduction in product/service emissions, resource consumption	Absent (0), moderate (1-2), good (3-4), excellent (5-6)	0-6	Demonstrated, measureable reduction in electricity, fuel, water, materials, and food consumption related to the product/service.
2. Commitments to sustainability initiatives or goals	Absent (0), good (1), excellent (2)	0-2	Business initiatives (internal and external) and goals that support the community and environment.
3. Sustainability-related certifications	Absent (0), in progress or 1 certification (1), 2+ certifications (2)	0-2	Certifications recognize pursuit of operational best practices and demonstrate alignment on shared values.
Overall Sustainability Score	Absent-Excellent	0-10	Refer to provided guidelines

Criteria 5: DBE/WBE/DVB:

DBE/WBE/DVB certified Business receive full 10 points. Non-certified business receive zero point.

Criteria 6: Local Preference:

Local business receive full 5 points. Non-local business receive zero point.

R. Insurance and Indemnification Requirements

Insurance coverage shall be in place prior to commencing work and shall remain in force until the entire project is completed or the length of time that is specified in the contract. See Form E for requirements.

**II. DESCRIPTION OF RFP
INTRODUCTION**

Purpose:

The purpose of this Request for Proposals (RFP) is to identify a qualified engineering, planning, architectural Consultant Team who is interested in completing a Public Services Campus Master Plan for the City of Sun Prairie (“City”). The master plan will help guide the City with future planning and construction of a new Public Works Building adjacent to other City facilities. The plan should be aligned with the City’s strategic priorities which include being an employer of choice, providing quality City services, and pursuing sustainability in every aspect of the project.

The current Public Works Building is located at 201 S. Bristol St and has met its capacity for department staff, material storage, and vehicle parking. The City has decided to construct a new Public Works Building on city-owned property adjacent to the Wastewater Treatment Facility (3040 Bailey Rd), Fleet Maintenance Building (3030 Bailey Rd), and Recycle Center (1798 S Bird

St). The City owns approximately 370 acres of land around these facilities, although a significant portion of that land is non-buildable wetlands. The development of this Campus Master Plan will not only include planning for the space needs and location of the Public Works Building in relation to these other existing City facilities, but also take into consideration many other factors impacting the campus plan, including sustainable practices and carbon neutrality, wetland mitigation, habitat restoration and enhancement, utility needs, road extension plans, grant opportunities, and others.

This Public Services Campus Master Plan will help the City prepare for the design of the Public Works Building in 2028 and construction in 2029, as well as provide useful planning documents for budgeting purposes and obtaining state and federal grant opportunities from sources such as the Infrastructure Investment and Jobs Action (IIJA) and the Inflation Reduction Act (IRA).

History & Background:

The City of Sun Prairie, located in south-central Wisconsin, is a northeast suburb of Madison in Dane County and has a population of 37,304 residents. Sun Prairie is a full-service City with 283 full-time equivalent employees. The city has grown rapidly over the last two decades, adding on average approximately 300 households annually from 2000-2019. Today, Sun Prairie has more than 1.7 times as many people as it did in 2000. More information about the City is available at www.cityofsunprairie.com.

In 2018, a design and consulting firm conducted an initial facilities programming analysis for the Public Works Building to determine departmental needs for a new building. The study found that the building should include a main heated garage with attached administrative and crew areas of 90,000 square feet, along with 30,000 square feet of detached cold storage garages, for a total of approximately 112,000 square feet of covered facilities. The previous consultant determined the total proposed facility would require approximately 19 acres of land. Staff determined that additional programming analysis is needed as part of this campus master plan in order to include input and priorities from staff across the organization and additional considerations not included in the original.

The existing Public Works Building houses staff, vehicles, and equipment for street, stormwater, and traffic signal maintenance and snow plowing operations. There are currently 18 employees that work in the Public Works Building. The tentative plan is to move all the staff in the Public Works Building, in addition to 11 employees in the Public Services, Engineering, and GIS departments, to the new building on Bailey Road. Therefore, the new Public Works Building would need to house at least 29 employees, and likely more after additional planning, with room to grow further over the next 50 years. The old Public Works Building on S. Bristol Street will be leased out or sold and redeveloped.

PROJECT DESCRIPTION

Public Works Building:

The key component of the master plan will include planning for a new Public Works Building. The City plans to move all Public Works operations to the Public Services Campus, therefore a new building that meets current and future needs will be developed. As part of campus

planning, the Consultant Team will conduct a facility needs assessment to determine the size and programming of the new building, as well as create a site plan that identifies the location of the building within the campus. The building should also have the capability of expanding in the future as the City continues to grow.

Storage Needs:

Several facilities throughout the City are at maximum capacity for storage and plan on utilizing the opportunity of a new Public Works Building to create additional storage. For example, the Police Department has an evidence storage facility that they would like the transfer to this new campus. Part of planning for the new Public Works Building and campus will be determining how to facilitate these additional storage needs.

Emergency Operations Center:

The City currently has an Emergency Operations Center (EOC) in the basement of City Hall (300 E Main St.) This location is less than ideal because it is downtown, which is a common location for emergency incidents where the EOC might need to be activated. The City would like to incorporate an EOC into the plans for the new Public Works Building.

Additional Building Amenities:

There are additional amenities that the City would like to be considered for the new Public Works Building. Staff have discussed including an employee gym in the new building, as well as a dorm space for employees who need to spend the night and multi-purpose flexible spaces that can be used for training, events, and other uses.

Campus Master Plan:

The Consultant Team will need to consider several factors during the development of a campus master plan, which include, but are not limited to, the following:

Shared Use Opportunities & Optimization of Services:

The new Public Works Building will be built on City-owned land adjacent to the City's Wastewater Treatment Plant, Fleet Maintenance Building, and Recycle Center. The master plan should take into consideration the potential synergies and optimization of services that can occur with these facilities adjacent to each other. The City needs a future-ready plan for these facilities that looks into the next 50 years of City services and needs. The master plan should include a site plan that highlights hardscape options for staff to easily move between the different facilities throughout the campus.

The master plan should also look at whether staff in Fleet, Wastewater, and other City departments should stay in their current facilities or utilize new office/garage space at the Public Works Building. For example, the Wastewater Department has expressed a need for more office and garage space. One option that should be explored in the master planning process is whether Wastewater staff could move into the Fleet Maintenance Building and a new fleet facility could be built as part of the Public Works Building. The master planning process should consider this and other options to allow Wastewater to gain more space.

Sustainability:

Sustainability is one of eight strategic priority areas in the 2019-2022 Council and Mayor Strategic Plan | Sun Prairie, WI - Official Website (cityofsunprairie.com). The new Public Works Campus presents a significant opportunity to further sustainability related objectives within both the facility itself and municipal operations. The City seeks innovative design, forward-looking principles that utilize life-cycle analysis and a systems-thinking approach to this project. This campus presents wide-ranging opportunities to utilize current and emerging best practices and technologies, and prepare for future improvements. The co-location of the Wastewater Treatment Facility, Fleet Building, Recycling Center, and potentially other city uses, and adjacent city-owned land present unique opportunities related to energy consumption, transportation optimization/electrification, green infrastructure, natural areas enhancement, and materials management. At minimum, the city would like to pursue the following concepts throughout the Master Plan design and implementation:

- Net-Zero energy performance
- High performance/green building certifications
- Transportation electrification
- Overall reduction in single-occupancy vehicle miles traveled
- Green infrastructure deployment
- Wetland and prairie restoration and appropriate passive recreation opportunities
- Facility electrification
- Deployment of clean energy technologies that support the Public Work Campus and adjacent facilities achieve associated sustainability objectives.

Energy planning includes looking at energy efficiency, building electrification, high performance/green building certification (LEED, LBC, etc.), clean energy technology deployed on site, use of wastewater effluent for geothermal heating and cooling, microgrid and resiliency technology. Transportation planning includes looking at Fleet electrification, SOV VMT reduction, optimized routes, alternative fuels, EVSE, Public Works operations. Green Infrastructure planning includes looking at wetlands, green roofs, solar biosolids drying, stormwater management, ESV, GHG emissions management/reduction.

The City also wishes to explore innovative materials management strategies, including but not limited to landfill diversion, recycling operations, composting activities both on-site and in the community, and increased utilization of the Recycling Center. The City seeks to optimize opportunities in parallel with the forthcoming Dane County Department of Waste & Renewables Sustainability Campus, and incorporate lessons learned from that project into the Public Works Campus Master Plan and operational assessments.

The sustainability-related recommendations the Consultant Team creates should include a menu of options with associated price points. While the City highly prioritizes pursuing innovative and forward-thinking sustainability initiatives throughout the Public Services Campus, staff also recognize that these initiatives can be costly and would like to weigh the cost and benefits of each option as part of the master planning process.

Wetlands & Natural Recreation Opportunities:

The Bailey Road site is part of a regionally significant natural corridor that extends from Sun Prairie East High School (888 Grove St) to the Madison Crushing property (5185 Reiner Rd), which will be a future park in the City of Madison to the west. A large portion of the City-owned property at the Bailey Road site is non-buildable wetland. The Koshkonong Creek channel passes through this property and is a WI DNR watershed of interest. Additional habitats may exist for restoration and enhancement, including prairies and oak savannah. This campus and City properties exist within at least two regional natural area corridors, and this context must be emphasized in the land stewardship and campus development strategies.

In tandem with this campus master plan project, City staff will be working with a separate consultant to designate this area as a wetland mitigation bank. Wetland delineations will be provided to the master plan Consultant Team throughout this project. As part of the wetland restoration project, it is possible that the Public Services Campus could also include an outdoor recreational opportunity for the public to use such as multi-use trails, parking/trailhead, wildlife viewing, birding, boardwalks, educational features, etc. Staff would like assistance with planning the campus with the wetland designation in mind, as well help with recreational area planning and identification of grant opportunities to aid in this effort (e.g. USDA wetland rehabilitation program).

Clarmar Drive Extension:

The City has budgeted funds in 2026 to extend Clarmar Drive south to connect with Bailey Road. This project will provide a key connection from the Public Services Campus to the rest of the city. At this time, City staff believe it would be best to avoid extending Clarmar near the Wastewater Treatment Facility and instead would like to look at crossing further north. However, there are routes north that puts the road through wetland and on top of the stream channel, which staff would like to avoid as well. The development of this master plan will include determining the best route for the road extension and optimizing the site plan to best utilize this new connection.

Bailey Road Reconfiguration:

The City recently purchased 39 acres of property to the east of Bailey Road (see the 36 and 3 acre city-owned properties on the map in Attachment F). The site was purchased for a number of reasons including possible Wastewater facility expansion, phosphorous credits, biosolids land application site, possible site for a company to develop and use the nearby effluent water, and/or land to build an east interceptor. The land has also been discussed as a possible site for the Public Works Building. These options will be discussed during the master planning work. The City would also like the Consultant Team to look at reconfiguring the layout of Bailey road at this location. The current road curvature causes some visibility issues along the curve, especially for vehicles turning into and out of City facilities located in this area. Owning the land adjacent to this road will make it easier to make adjustments and should be considered as part of the master plan.

Utilities & Stormwater Plan:

While the Wastewater and Fleet sites have utility connections, the adjacent City-owned property does not. Part of this master plan will include determining the ideal site of the Public Works Building and determining how underground infrastructure will be connected to that site and estimated costs for those connections. The master plan will also include developing a stormwater management plan for the site and should be identified in the site plan options.

SCOPE OF SERVICES

The selected Consultant Team will develop a Public Services Campus Master Plan, which will include providing architectural, civil engineering, and urban design services to the extent necessary to plan for construction of the campus. While it is anticipated that the master plan will build off the 2018 facilities programming analysis, neither the planning process nor the final deliverables need to follow these concepts in their entirety.

Project Scope:

The desired services include, but are not specifically limited to the following:

1. Public Works Building
 - a. Conduct a review of the already completed Facilities Programming Analysis and other related planning documents provided by the City.
 - b. Facilitate meetings with City staff to develop basic components and general planning the building program including building systems, equipment, materials, and code compliance in order to support service needs.
 - c. Using industry standards, project experience, and input from City staff, conduct appropriate conceptual space programming for the building interior including basic information such as sizes, space requirements, workflows, activities, and special uses.
 - d. Propose several options for a conceptual building layout of the Public Works Building for City staff to review.
 - e. Provide preliminary recommendations regarding sustainable options to consider in the construction of the facility as prescribed by Leadership in Energy and Environmental Design (LEED) standards or other sources.
 - f. Provide recommendations regarding alternative materials, construction methods, and or design features that offer potential cost savings while meeting desired quality standards.
2. Public Services Campus
 - a. Investigate and develop a Master Plan that incorporates all the items listed in the Project Description section of this RFQ:
 - i. Shared Use Opportunities & Optimization of Services
 - ii. Sustainability
 - iii. Wetlands & Natural Recreation Opportunities
 - iv. Clarmar Drive Extension
 - v. Bailey Road Reconfiguration
 - vi. Utilities & Stormwater Plan

- b. Conduct a Phase One Environmental Site Assessment for the Public Services Campus (if needed).
- c. Provide a regional traffic analysis for the Public Services Campus (if needed).
- d. Explore and identify additional state regulatory approvals needed to develop the Public Services Campus and detail how they should be phased into the project.
- e. Conduct a Railroad Crossing Study (if needed).
- f. Prepare Urban Service Area amendment to be submitted to the Capital Area Regional Planning Commission.
- g. Develop site plan options that include considerations for all the master plan objectives listed above and City zoning code.
- h. Provide a detailed estimation of construction costs for the Public Works Building and campus.
- i. Provide a phased implementation plan that guides City staff in planning out next steps after the campus master plan is completed.
- j. Identify grant opportunities and other alternative funding sources to finance the Public Works Building and campus and the feasibility of obtaining this funding.

These are the general requirements for the creation of the City of Sun Prairie's Public Services Campus Master Plan and are not intended to be an all-inclusive list of tasks and deliverables. It is expected that the chosen Consultant Team will provide the City with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar projects. Innovative approaches that meet the intent of the Project Description and Scope of Services are welcomed, these could be presented as additional services or approaches in the Consultant Team's response.

Deliverables:

The selected Consultant Team shall complete a Campus Master Plan that contains a summary of the planning process and those items described in the Scope of Services. The final plan document(s) should be user friendly, incorporating graphics and minimizing text to present a clear a concise planning document. At a minimum, master planning will contain the following deliverables:

- 1. Meetings with City staff to review master plan at project milestones (i.e. 30%, 60%, 90%)
- 2. Final Master Plan including:
 - a. Executive Summary
 - b. At least two site plan options for the Public Services Campus
 - c. Two conceptual floor plans for the Public Works Building
 - d. Schematic cost estimates that forecast the improvement costs proposed within the site plan and both options desired in the floor plans
 - e. Phased implementation plan noting the anticipated timeline based on construction schedules

- f. List of identified alternative funding sources, such as state and federal grant opportunities or other financing mechanisms
3. Provide minimum of one presentation to the Public Works Committee and one to the Committee of the Whole

The final master plan put forth for acceptance should be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the City. The selected Consultant Team shall provide the City with an electronic copy of the final plan in its original and pdf format, including attachments, studies, images, drawings, graphics, or tables used to create the plan. Any components or reference materials created in .cad and GIS, or similar, shall be provided in a usable format determined by respective City departments.

ALTERNATE BID

As part of this project planning effort, the City of Sun Prairie is applying for grant funds through the 2022 Energy Innovation Grant Program. If awarded these funds (estimated total grant amount of \$50,000) will be dedicated towards the feasibility research of advanced clean energy resources, specifically wastewater energy assets including effluent heat and biogas utilization. Respondents should consider their capacity to complete this work and briefly describe those capabilities, or ability to partner with firms that could incorporate this work into the core deliverables of the Public Services Master Campus Plan and provide a cost proposal in the "Alternate Bid" section of the Form F: Cost Proposal. This scope would be entirely contingent on the awarding of grant funds, and would not move forward if funds aren't received. For more information on the grant program, click here: [PSC Energy Innovation Grant Program \(wi.gov\)](https://www.wisconsin.gov/PSC/EnergyInnovationGrantProgram)

Grant Project Summary: The objective of this grant application and additional planning funds would be to research the potential of advanced clean energy system implementation at the future public services campus, which is to be co-located near the existing Wastewater Treatment Facility, Fleet Facility, and adjacent city owned land. The planning funds would be used on two technology applications specifically: the utilization of wastewater effluent for a heat source/sink for a district geothermal system that could serve multiple facilities in the area, and the utilization of biogas on-site that is currently being flared in summer months due to lack of capacity for storage or conveyance. These two applications would be relevant and applicable to wastewater facilities across the state considering similar technology upgrades, particularly in small or medium sized facilities. Research outcomes would address the following questions: are such projects feasible, what equipment type and capacity are required for both geothermal and biogas systems, what are the life cycle costs and benefits of installation and operation, what are best practices and lessons learned from other facilities in the country that have implemented this technology, and finally what planning steps should be taken to potentially install this technology? In 2022 the City of Sun Prairie participated in the DOE SUSTAINABLE WASTEWATER INFRASTRUCTURE ACCELERATOR 2.0, where progress was made towards learning about these systems, but it was determined that direct applied research would be needed to effectively implement, particularly given the context of the planned Public Works Master Campus which presents a unique application opportunity to create a campus of multiple city operational

facilities. By completing this work now in tandem with the master plan, it gives the city the best chance to plan for, design, and install these innovative technologies and chart the course for others in Wisconsin to consider wastewater effluent geothermal and biogas recapture throughout the state.

III. REQUIRED INFORMATION

Cover: Include the project name Public Services Campus Master Plan, identify that the submittal is a statement of qualifications, and identify the firm submitting the response (with contact information provided either on the cover, or letter of interest, or both).

Letter of Interest: Provide a concise, preferably one-page letter expressing the prospective interest in the project and appropriate qualifications. The letter of interest should be bound into the proposal, not loose. The letter of interest, cover, or both should provide contact information for the firm, including a contract email address for the principal of the firm.

Table of Contents: In front of the first tab, following the letter of interest.

[Tab 1] Project Team

Identify the project principal, the project manager, key staff and sub-consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involved in project management and on-site presence.
- Time commitment of key staff.

Note: Organization charts and graphs depicting your capacity may be included.

[Tab 2] Prior Experience

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note 1: Include the name, current telephone number, and email address of the owner's project manager for every project listed.

Note 2: Include the name, current telephone number, and email address of the general contractor's project manager for every project listed.

[Tab 3] Project Approach

Describe your project approach and proposed project schedule.

All response costs are at the expense of the proposer. The City will not consider illegible responses. Elaborate responses beyond that sufficiency to present a complete and effective proposal, are not necessary or desired.