



**Request for Qualifications (RFQ)  
City of Oconto Falls**

**WI DOA NEIGHBORHOOD INVESTMENT  
GRANT**

**Requests for Qualifications (RFQ) for  
Architecture/Engineering Services  
New City Fire Station**

**RFQ due date is October 14, 2022 12:00pm**

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**REQUEST FOR QUALIFICATIONS (RFQ)  
ARCHITECTURAL/ENGINEERING SERVICES  
WISCONSIN DEPARTMENT OF ADMINISTRATION  
NEIGHBORHOOD INVESTMENT GRANT  
CITY OF OCONTO FALLS  
NEW CITY FIRE STATION**

**PURPOSE AND BACKGROUND**

The City of Oconto Falls is requesting professional services from a qualified Architect/Engineer (A/E) consultant for the design, bidding, construction management, and construction inspection for a new Fire Station through a WISCONSIN DEPARTMENT OF ADMINISTRATION NEIGHBORHOOD INVESTMENT GRANT. The City is seeking an architectural/engineering firm with considerable experience in the design, engineering, and construction of fire stations on DEPARTMENT OF ADMINISTRATION or similar state and or/federally funded projects.

The first phase of the project has been completed. The first phase included providing layouts, design, and cost estimates required for the DOA (DEPARTMENT OF ADMINISTRATION) grant application prepared by City of Oconto Falls. Necessary project background information will be made available for this RFQ.

The City was successful in securing the Department of Administration grant and obtained City authorization for the construction of a new fire Station. This DOA Grant Agreement requires this project to be completed by December 31, 2024.

The fire station will be a new facility constructed at 431 Union Ave, Oconto Falls, WI. There is no property acquisition required.

The planned new fire station will be approximately 20,000 square feet and able to accommodate all equipment, gear, and future growth. A site plan of the of the proposed facility that was part of the DEPARTMENT OF ADMINISTRATION grant application will be made available.

The new facility will include: Five drive thru bays and one or two future additional bays to accommodate future addition(s), an administrative, meeting, and training/ City EOC area, as well as an apparatus bay maintenance and support space where the vehicles and other firefighting equipment are cleaned, maintained, and stored. The facility will include a locker room and with bathrooms with showers. Equipment, including an extractor, washer/dryer, exhaust system, and more will be purchased for decontamination. Furnishings for office/training space will include chairs, file cabinets, desks, and a conference table.

## SCOPE OF SERVICES

The A/E firm will be responsible for, but not limited to, the following:

- a) Review current planning, application, and award documents with City and City Fire Department to finalize all design requirements.
- b) Identify and review with the City of Oconto Falls Fire Department and City Officials any other elements that may be needed for a successful, functional, and operational Fire Station.
- c) Prepare a Schematic Design for review which includes site plan, floor plans, and elevations.
- d) After approval of Schematic Design development, prepare final plans and specifications for bidding the project.
- e) Submit and obtain authorization for all Local, State, and Federal permits and/or plan approvals necessary to complete the project.
- f) Prepare and provide bidding documents for construction.
- g) Provide project cost estimate based on final design to help ensure that the final project cost does not exceed the DOA Grant project of \$7,000,000.00.
- h) Oversee public bidding process for construction (including preparations of notice, answering bidding questions, issuing any needed addenda, and soliciting bids from multiple parties).
- i) Review construction bids and make recommendation of award(s) to the City.
- j) Provide construction administration and construction inspection services including but not limited to site observation, review and certification of contractor's and subcontractors work, prepare change orders and construction change directives, review and certify contractor's AIA payment applications, reject nonconforming work installed by contractor(s), to ensure DOA Grant Agreement program requirements pertinent to the engineering and construction activities of the project are met.
- k) Work with the Fire Department and City Officials to maintain access to the project site at all times.
- l) Provide all necessary coordination and documentation needed for the DOA Grant Agreement.
- m) Meet the project schedule and timeline as outlined by DOA Grant Agreement. (see Project Timetable EXHIBIT IV)
- n) Determine substantial completion and final completion dates of work performed.
- o) Provide as-constructed drawings and submittal(s)s documentation.

## CONTACT INFORMATION/CITY PROJECT DIRECTOR

Please contact Peter Wills, City Administrator between the hours of 8:00 AM and 4:30 PM at (920) 846-4505 or [admin@ci.ocontofalls.wi.us](mailto:admin@ci.ocontofalls.wi.us) to request additional information for this RFQ, as needed.

The City of Oconto Falls makes no representations as to the conditions of the project other than those representation made herein, and no employee or any other representative of the City of Oconto Falls has the authority to make any oral or written representations as to the conditions of the project. Person/firms should only contact the person designated above regarding this RFQ and should not contact the City of Oconto Falls, City Board members, or any other City of Oconto Falls staff for clarification on this RFQ.

## SUBMISSION OF RFQ

The following information must appear on the lower left-hand corner of the envelope:  
RFQ for professional services for City of Oconto Falls Fire Station

Proposals must be addressed to:

Peter Wills

City of Oconto Falls, Administrator

500 North Chestnut Ave.

Oconto Falls, WI 54154

All qualifications must be received by mail to the above address or by email to [admin@ci.ocontofalls.wi.us](mailto:admin@ci.ocontofalls.wi.us) no later than Thursday, October 14th, 2022 at 12:00 PM. Hand carried proposals may be delivered to the above address ONLY between the hours of 8:00 AM and 4:30 PM Monday thru Friday, excluding holidays.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

The City of Oconto Falls reserves the right to reject any and all Qualification not meeting the requirements of this RFQ for architecture and/or engineering services. Any response not meeting the minimum requirements for qualification as outlined in this request may be rejected.

ADA assistance accommodations for hearing and speech impacted:

Contact Peter Wills, Administrator at (920) 846-4505 or [admin@ci.ocontofalls.wi.us](mailto:admin@ci.ocontofalls.wi.us)

## RFQ SUBMITTAL REQUIREMENTS

- A. Provide name and address of the firm and project contact person with address, telephone number, and email address. Five paper and one digital copy of the RFQ submittal must be submitted for review.
- B. Evaluation and selection of the consultant for this project will be based on information submitted in the RFQ plus references and supplemental information. Failure to respond to each requirement of the RFQ may be the basis for rejecting a response.
- C. Clearly identify the firm, address, telephone number, the contact person responsible for the proposal, email address, and web site address.
- D. Provide relevant information about the firm, including how many years the firm has provided architectural and/or engineering services and provide background, training and experience in design and construction of fire stations and evidence of licensure in Wisconsin.
- E. Provide past performances on similar contracts in terms of cost control, quality of work, and compliance with performance schedules. Submit a detailed description (including photos if possible) of recent projects either completed or under construction. A minimum of two shall be fire stations.
- F. Provide a description, resume, bio-sketch of the qualifications and experience of the primary team that will be assigned specifically to this project.
- G. Indicate key individuals' experience with a fire station or similar projects, providing relevant information about everyone.
- H. Summarize the firms' interest in this project and any special knowledge or expertise that the firm has to offer.
- I. State how your firm will meet the Scope of Services, including a proposed work plan or proposed scope of work. Provide both a summary and the detail of your proposed services and timeframe to complete the tasks.
- J. List and describe your scope of services by bullet point.
- K. Top firms may be invited to and evaluated on an oral interview/presentation. The City reserves the right to award the contract without interviews.

## RFQ SUBMITTAL REQUIREMENTS -Cont.

L. Firms shall also submit a Price Proposal. Price proposals maybe negotiated in line with services to be performed following final selection.

M. The City may, at its sole and absolute discretion, reject any or all, or parts of any and all submittals to the RFQ, re-advertise the RFQ, postpone or cancel at any time this RFQ process, or waive any technicalities in this RFQ as it deems to be in the best interest of the City of Oconto Falls.

N. The City of Oconto Falls is not liable for any cost incurred by proposers in preparing or replying to this RFQ.

O. Any restrictions on the use of data contained within a proposal must be clearly marked as CONFIDENTIAL. The City shall comply with State and Federal Law(s) as to complying with request for information.

P. All price, cost, and conditions outlined in the RFQ and Price Proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of this RFQ. The City reserves the right to negotiate the scope of services and the cost with the consultant of choice.

Q. If additional information is necessary to assist the vender in interpreting this RFQ, written questions will be accepted by the City Administrator. Firms are requested not to contact the Fire Department staff, elected officials, or the selection committee during the RFQ process. Responses to questions posted during the RFQ process will be replied to all that express interest. Any lobbying by firms during the RFQ process may result in disqualification from the project.

## OTHER CONDITIONS OF QUALIFICATIONS SUBMITTAL

a) No submissions will be accepted from any person, firm or entity that is in arrears for any obligation to the City of Oconto Falls, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the City of Oconto Falls, City Officials or by City of Oconto Falls Fire Staff.

b) All qualifications submissions become public information and may be reviewed by anyone requesting to do so in writing at the conclusion of the evaluation process.

Requirements and conditions for employment and contracting to be observed for compliance with Conflict of Interest, Lobbying, and Section 3 regulations apply to this project. Regulations that will apply to the construction contractors of this project include: Affirmative Action, Equal Opportunities, Minority-Business Enterprise/Women Business Enterprise (MBE/WBE), Federal Labor Standards, and Davis-Bacon and Related Acts (DBRA). The above-mentioned State and Federal Regulatory Requirements for DEPARTMENT OF ADMINISTRATION for American Rescue Plan Act of 2021 (ARPA) funded Grants. Compliance requirement for the WI Department of Administration Grant can be obtained at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>).

Department Of Administration Implementation Handbook and Handbook chapter attachments on the Bureau of Community Development website at: [https://doa.wi.gov/Pages/LocalGovtsGrants/Department of Administrationimplementationhandbook.Asp](https://doa.wi.gov/Pages/LocalGovtsGrants/Department%20of%20Administrationimplementationhandbook.Asp)

## SCHEDULE OF ACTIVITIES

Submission Deadline: 10/13/2022

Review of Responses: Week of 17<sup>th</sup>.

Interviews (if needed as determined by City): Week of October 17<sup>th</sup>.

City Award of Contract: 10/24/2022

## NEGOTIATIONS

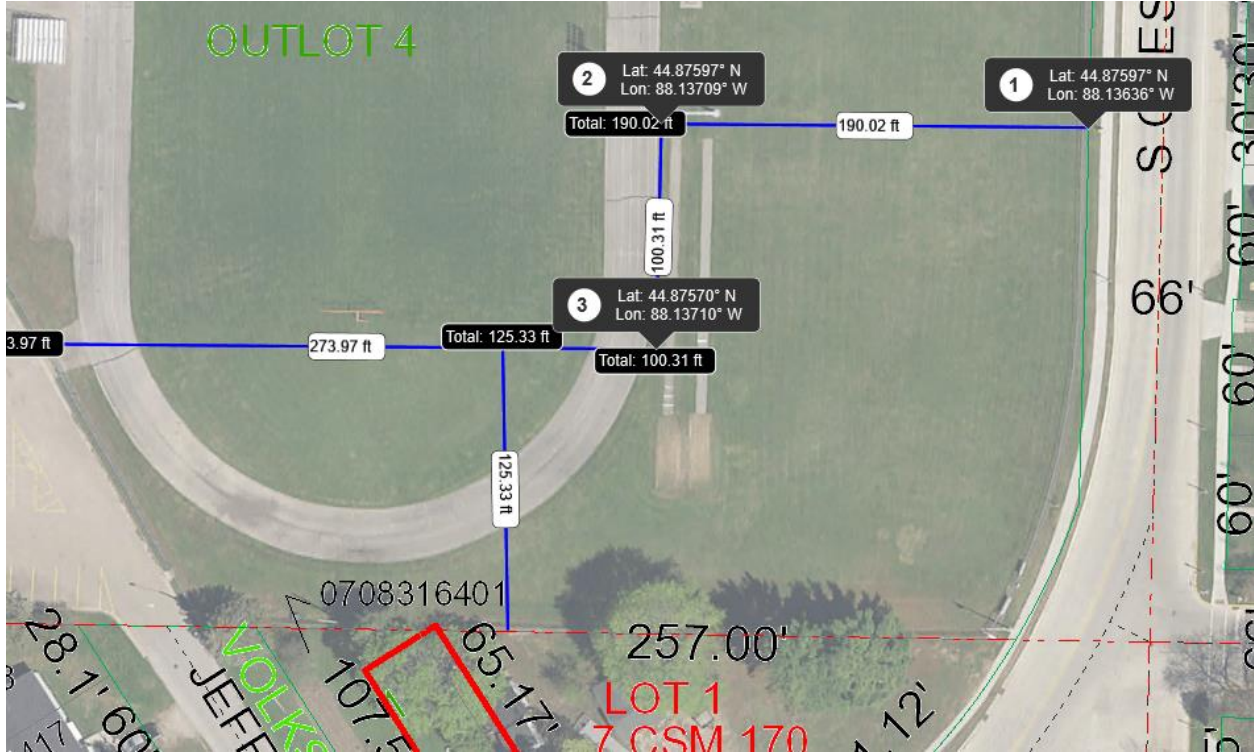
Upon selection of the top-rated firm, the City may enter limited negotiations with the selected top-rated firm to clarify the scope of services to be provided. Upon mutually agreeing to the terms of the contract, a written agreement will be prepared.

If an agreement cannot be reached with the top-rated firm, negotiations will be terminated, and the City may choose to open the second rated firm's Proposal and open negotiations. At the City's discretion, the negotiation process may continue until an agreement is reached with one of the short-listed firms. If no agreement is reached with the short-listed firms, the negotiation process will be terminated at the City's discretion.



# EXHIBIT I

## Project Location/Area Map 1



**EXHIBIT I**  
**Project Location/Area Map 2**



**EXHIBIT II**  
**Minimum Qualifications**  
**Consulting Architect/Engineer Minimum Qualifications**

A. The project Architect/Engineer is responsible for project coordination must have a minimum of 3 years of experience with the DEPARTMENT OF ADMINISTRATION Program or other federal/state programs.

B. The engineering firm must have successfully provided Architect/Engineer services for a minimum of two similar type projects. The Architect/Engineer firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.

C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of two previous clients for which the engineering firm has performed work (include address and telephone number).

**Format for Professional Qualifications**

Technical qualifications for the consulting Architect/Engineer shall as a minimum include the following:

A. The criteria and design approach to be used in the performance of required work.

B. The personnel to be assigned to the project and resumes of qualifications and experience.

C. The Architect/Engineer's experience in the development, design and construction of similar projects.

**Final Selection**

Final selection of the Architect/Engineer will be based upon the maximum total points scored as set forth in the rating system in Exhibit III.

The City of Oconto Falls reserves the right to negotiate a contract with the Architect/Engineer deemed the most qualified to perform the professional services required.

Statement of Qualifications materials must be submitted in accordance with the instructions and terms specified in this RFQ for full consideration.

EXHIBIT III  
Selection Rating System

<u>1. Project Architect's/Engineer's Experience</u>	<u>Maximum 30</u>
<u>Points</u>	
A. 3 or more years' experience with DEPARTMENT OF ADMINISTRATION or other federal/state programs	30 Points
B. 2 years' experience	20 Points
C. 1-year experience	10 Points
D. Less than 1-year experience	5 Points
E. No experience	0 Points
<u>2. Firm's Project Completion Background</u>	<u>Maximum 20</u>
<u>Points</u>	
A. Completion of 3 similar type projects within proposed time frame & budget	20 Points
B. Completion of 2 similar projects	15 Points
C. Completion of 1 similar project	10 Points
D. Work on 1 similar project; not completed	5 Points
E. No work on similar projects	0 Points
<u>3. References from Similar Projects</u>	<u>Maximum 20</u>
<u>Points</u>	
A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service	20 Points
B. Respondent lists 2 previous clients	15 Points
C. Respondent lists 1 previous client	10 Points
D. Respondent lists no previous references	0 Points
<u>1. Firm's Familiarity with Community's Needs</u>	<u>Maximum 20</u>
<u>Points</u>	
A. Firm is thoroughly familiar with community of similar size and characteristics as City of Oconto Falls	20 Points
B. Firm is somewhat familiar with community of similar size and characteristics as City of Oconto Falls	10 Points
C. Firm is unfamiliar with community of similar size and characteristics as City of Oconto Falls	0 Points

2. Minority or Women Business Enterprise, Disadvantaged Maximum 5

Points

Business Enterprise or Section 3/LMI Firm\*

A. Firm is MBE, WBE, DBE or Section 3/LMI Firm 5 Points

B. Firm is not MBE, WBE, DBE or Section 3/LMI Firm 0 Points

3. Small Business Firm Maximum 5

Points

A. Firm is a small business 5 Points

B. Firm is not a small business 0 Points

**MAXIMUM TOTAL POINTS: 100**

**Note to Responders of RFP:**

**Proposal submittals are to be organized to address the submittal specifications listed in the RFQ and the evaluation criteria listed above. Brochures and similar generalized background materials may be included but are not required.**

\*MBE/WBE/DBE are Defined as Follows:

Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).

Woman Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.

Disadvantaged Business Enterprise (MBE) – Small business with at least 51% ownership and control held by person(s) classified as “disadvantaged” individual(s) according to the Wisconsin

**ARCHITECTURAL/ENGINEERING  
SERVICES PROVIDER  
SELECTION CERTIFICATION  
BY CITY OF OCONTO FALLS**

City of Oconto Falls, New City Fire Station, Wisconsin Department of Administration  
Neighborhood Investment Grant.  
City of Oconto Falls  
Oconto County, Wisconsin

**TOTAL POINTS**

<b>CRITERIA</b>		<b>POINTS AWARDED</b>			
		Firm 1	Firm 2	Firm 3	Firm 4
1	Architect or Engineer's Experience				
2	Firm's Project Completion Background				
3	References from Similar Projects				
4	Firm's Familiarity with Community Needs				
5	MBE/WBE/DBE				
6	Small Business Firm				
	<b>TOTAL POINTS</b>				

Signed Upon Completion of Qualifications Review & Selection:

Certification: I hereby certify that the City of Oconto Falls, Oconto County, Wisconsin reviewed the qualifications with the most qualified firm(s) that responded based on the information available. The selection committee evaluated and ranked all firms and persons that responded based on the criteria set forth above.

\_\_\_\_\_ Date \_\_\_\_\_  
Peter Wills, Administrator  
City of Oconto Falls

EXHIBIT IV  
Project Timetable

Due Date (Tentative)	Activity
October 14, 2022	Procure Engineering services
October 24, 2022	Enter into engineer/architecture contract
December 20, 2022	Complete construction RFP
January 5, 2023	Procure Construction services
January 12, 2023	Enter into construction contract
February 7, 2023	Hold & Complete pre-construction meeting
March 20, 2023	Obtain Necessary Permits
May 1, 2023	Begin construction
August 20, 2024	Complete all construction activities/ end of construction period

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