



## **Request for Proposals**

### **City of Altoona Space Needs Analysis**

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August 10, 2020 -- RFP Issued

August 17, 2020 at 1:00 pm -- Pre-submission conference in the City Council Chambers at Altoona City Hall

August 20, 2020 at 4:00 pm – Deadline to submit questions regarding RFP (via email)

August 24, 2020 by 4:00 pm – City responds to submitted questions regarding the RFP

September 2, 2020 at 2:00 pm -- Responses to the RFP are due

# Introduction and Background

Qualified consultants are invited to submit a response to this Request for Proposal (RFP) for review and consideration by the City of Altoona, Wisconsin to perform a space needs analysis.

Altoona is experiencing unprecedented economic and population growth. For the last seven years, Altoona has ranked as one of the fastest growing cities in Wisconsin, according to Wisconsin Department of Administration population estimates. Due to this growth, Altoona has added several positions to meet growing service demands. This staffing increase has led to a strain on available space within city facilities. Further, in the future, the City may consider adding additional staff to meet service demands. The City desires to develop plans to correct existing deficiencies and meet the future needs of City Departments.

This analysis will involve reviewing the following City owned facilities in Altoona, WI 54720 including: 1) City Hall and attached Library (1303 Lynn Ave); 2) Emergency Services Building (1904 Spooner Ave); 3) Public Works Building (2740 Bauer St, Eau Claire, WI); 4) Parks Maintenance Building (143 10th St W); 5) Recreation Department Office / River Prairie Center (1445 Front Porch Pl); 6) 10th Street Recreation Building; 7) River Prairie Restroom and Storage Facility. The selected consultant may also be asked to evaluate a 9,000 square foot privately owned building for possible purchase and use by the City.

The selected firm will provide, in consultation with appropriate city staff, a space needs analysis for short and long-term needs and a list of capital projects with estimated costs to accommodate those needs.

This RFP provides the following information:

- Section 1. Brief History and Background
- Section 2. Scope of Work
- Section 3. Project Deliverables
- Section 4. Required Qualifications
- Section 5. Pre-submission Review
- Section 6. Required Information/Content of Proposals

## Section 1. Brief History and Background

The City of Altoona was first settled in 1887. The City of Altoona is located in west-central Wisconsin (Eau Claire County), bordered on its west and south by the City of Eau Claire, the Town of Seymour is to its north, and the Town of Washington is to its south and east. The City is about 4.65 sq.mi.) in size with predominant land uses being residential. In 2019, the population of the City was estimated to be 7,791. The city currently has 40 full-time employees.

## Current Buildings

1. *City Hall and Public Library (1303 Lynn Ave)*  
Uses: City Administrative functions, City Council Chambers, Community Room, general file storage and Public Library.  
Approximate Areas: 14,200 sq. ft.
2. *Emergency Services Building (1904 Spooner Ave), Renovated 2003)*  
Uses: Police and Fire Department offices, meeting room and apparatus bay.  
Approximate Areas: 20,200 sq. ft.
3. *Public Works Building (2740 Bauer St, Eau Claire, WI)*  
Uses: Vehicle/equipment storage, department office and general storage space.  
Approximate Area: 20,300 sq. ft.
4. *Parks Maintenance Building (143 10th St W),*  
Uses: Vehicle/equipment storage, office space and general storage space above office space.  
Approximate Area: 5,400 sq. ft.
5. *River Prairie Bathroom and Storage Facility, Constructed 2019*  
Uses: Vehicle/equipment storage and lofted general storage space on upper level.  
Approximate Area: 3,000 sq. ft.
6. *River Prairie Center /Recreation Department Office (1445 Front Porch Pl), Constructed 2017*  
Uses– Recreation department office, closet storage space, multi-purpose recreation and rental space.  
Approximate Area: 11,000 sq. ft.
7. *10th Street Recreation Building, Expected Construction in Summer 2020*  
Uses: Additional Recreation Department office, multi-purpose recreation and rental space.  
Approximate Area: 4,900 sq. ft.
8. **Potential Future City Building** – privately owned building  
Approximate Area: 9,000 sq. ft.

## **Section 2. Scope of Work**

The scope of work involves the following:

### **Space Needs Analysis**

Utilizing expected staffing level projections and other relevant facility information provided by city staff and assembled by the selected consultant, the selected firm will produce a space needs analysis report, listed by building or department as specified by the City. This report will provide a list of capital projects required to meet city's space needs immediately, in 5-year, 10-year, and 20-year increments.

The space needs analysis shall be compiled by department, office, or area of service and then formatted into particular use relationships for building purposes. The analysis shall examine the relationship between various departments to maximize efficiency of facility use, and how best to accomplish the intended needs at each identified increment level.

A. Each project shall include a narrative describing:

1. Project scope.
2. Project need.
3. Provide an estimated cost in current dollars for estimated design, construction, inspection, furnishing and equipment, and contingency fees to meet the needs identified in the planning work.
4. A list of pros and cons of each project.
5. Recommended date of completion.

B. Areas of analysis for the space needs study include:

### **1. Space Efficiency and Deficiencies**

Review and analyze current work spaces and flow. Identify any efficiency and cost-effective layout alterations that may provide space for additional employees so as to possibly defer additional construction activity.

Determine the condition and deficiencies of the existing facilities including but not limited to:

- a. Structural Issues
- b. Plumbing
- c. Compliance with ADA requirement for public buildings (interior exterior)
- d. Storage
- e. Furniture/Equipment Needs
- f. Parking

In addition, the firm may propose automation, electronic, or other techniques which may serve to provide efficiency of file/storage space, with a cost-benefit analysis.

Based on the identified space needs, identify ancillary and accessory programming requirements, such as, but not limited to:

- a. mobile workstations
- b. data and telecommunications
- c. conference rooms
- d. printers
- e. file & storage space.
- f. Also include functional spaces, such as restrooms, mechanical spaces, vestibules, hallways and similar space allocations.

### **2. Sustainability**

This consideration is to recognize that as a long-term building owner, the additional cost of construction in the short term may be offset by realized energy savings.

### **3. Renovations / Additions**

Some building spaces may be candidates for future renovations or additions in order to increase square footage. Overall renovations for all City buildings should consider, but are not limited to, HVAC, electrical, lighting, storage and space efficiencies. Planning should consider initial outlay and future needs of the various facilities.

### **4. Relocations**

Identify potential locations of any uses relocated off-site. Evaluation of centralized compared to decentralized service areas and space needs shall be evaluated. It may be necessary to work through several building program and siting options.

### **5. Land Acquisition and the Building of New Facilities**

Consideration shall be given to the acquisition of land in order to site future municipal facilities. Also, consideration shall be given to the future need to build new facilities in order to accommodate growing service needs.

## **Section 3. Project Deliverables**

The selected consultant will be expected to provide the following products to the City:

- A A space needs analysis report, listed by building or department as specified by the City, providing a list of capital projects required to meet city's space needs immediately, in 5 years, 10 years, and 20 years. Each project shall include a narrative describing:

Each project shall include a narrative describing:

1. Project scope
2. Project need
3. Provide an estimated cost in current dollars for estimated design, construction, inspection, furnishing and equipment, and contingency fees to meet the needs identified in the planning work.
4. A list of pros and cons of each project.
5. Recommended date of completion.

- B The selected firm shall provide a written report, spreadsheets and other documents as necessary to provide the final product to the city in electronic format (PDF) and in printed format (three print copies). All work performed shall become the property and ownership of the City of Altoona and the city reserves the right to use the produced work as they so choose.

## **Section 4. Required Qualifications**

Interested firms shall submit the following information:

- A. Firm name, address, contact person and contact information
- B. Brief history of firm
- C. A statement on the firm's understanding of and capabilities to carry out the specified work. Sub-consultants may be used, but the demarcation of work shall be clearly established. If any sub-consultants are used provide three references for each subconsultant.

- D. Key personnel to be assigned to the project, resumes, and their experience with similar levels of space needs analysis.
- E. Identify your last three governmental space needs analysis, when accomplished, and contact information for each to use for a reference check. Provide the firm's key personnel assigned to the project and their responsibilities.
- F. A one-page cover sheet of interest and qualifications for this project.
- G. Provide a description (no more than four pages) of your proposed methodology to perform the required work, with time frame (based on number of months from when work is commenced).
- H. Provide a cost not-to-exceed to perform the required services. Agree to attend an interview at no charge.

## Section 5. Pre-submission Review and Questions

Interested firms are required to attend a pre-submission conference that will be held on August 17, 2020 at 1:00 pm in the City Council Chamber at Altoona City Hall. Visits will be made to each of the facilities in the study. Questions on the RFP need to be submitted in writing via email by 4:00 pm on August 20, 2020 to [roya@ci.altoona.wi.us](mailto:roya@ci.altoona.wi.us). The City will respond to the questions by 4:00 PM on August 24, 2020. Responses will be posted on our website ([ci.altoona.wi.us](http://ci.altoona.wi.us)) and sent via email.

To prevent interruptions to city staff, all points of contact are to be made and directed to Roy Atkinson, Management Analyst. Site visits are discouraged outside of the pre-submission conference on August 17th. If site visits are needed outside of that time arrangements are to be made through Roy Atkinson by calling 715-839-6092.

## Section 6. Required Information/Content of Proposals

- Proposal Cover Sheet – A brief letter of intent that will include a description of the services to be provided and other relevant information.
- Qualifications
  - Firm name, address, contact person and contact information.
  - Firm history.
  - A statement on the firm's understanding of and capabilities to carry out the specified work.
  - Proposed time frame.
  - References and examples of prior work.
- Project approach to address items listed in **Section 2**.
- A firm quote on fees for the project based on a hourly-not-to-a-exceed basis.
- Any additional information which may be pertinent (**see Section 4 for reference**).

Please provide one electronic copy (PDF). A committee of city staff will review the submitted proposals and intends to select certain firms for interview. The review will be based in part on the firm's history and ability to provide the required work, its understanding and approach to the identified work program, and demonstrated understanding of the dynamics of the community. The top firm will be invited to negotiate a contract with the city.

Responses to this RFP shall be submitted by September 2, 2020 at 2:00 PM to:

City of Altoona, WI  
Attn: Roy Atkinson, Management Analyst  
1303 Lynn Ave.  
Altoona, WI 54720

**Summary of RFP deadlines:**

August 10, 2020 -- RFP Issued  
August 17, 2020 at 1:00 pm -- Pre-submission conference in the City Council Chambers at Altoona City Hall  
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**Approval of a proposal**

A select number of firms may be requested to discuss their proposals with a subcommittee of City staff. Staff will be in contact with the firms responding to the RFP once the proposals are received and a determination is made on interviews, if any, that will be held and when. The City anticipates considering the proposals by the City Council at either their September 10th (6:00 PM) or September 24th (6:00 PM). The selected firm is required to present findings to council upon completion.

**NOTICE:**

The City reserves the right to reject any and all proposals at its sole discretion, and to award the contract based upon the City's best interest.