



**REQUEST FOR PROPOSAL
REGARDING
ARCHITECTURAL SERVICES
FOR THE CITY OF KENOSHA FACILITY
PRE-DESIGN STUDY**

PROJECT NOTICE NO. 05-24

Issued: June 20, 2024

The City of Kenosha, Wisconsin is seeking proposals from qualified Architects for Architectural Services for City of Kenosha Police Department Facility Pre-Design Study. The City of Kenosha would like an Architectural Firm, specializing in architectural programming and design of public safety facilities, to prepare a program, conceptual design, project budget and project schedule for the future needs of the Kenosha Police Department with a location to be determined as part of this study.

1. Deadline for Submission. Tuesday, July 16, 2024 at 2:30 P.M.
2. Form of Proposal. Cost Proposals must be submitted sealed, on City forms, legible and complete in all respects, showing the Project Notice Number as well as the date and time of submittal deadline. No faxed or other electronically submitted proposals will be accepted. Any incomplete proposal submittals will be rejected.
3. City Office Where Filed. Department of Finance, Municipal Office Building, Room 208, 625 - 52nd Street, Kenosha, Wisconsin 53140.
4. Project Information. Direct inquiries concerning the expected design of this request for proposal should be directed to Patrick Patton, Chief of Police, Kenosha Police Department at 262-605-5232. All other inquiries should be directed to Lem Gomez, Purchasing Coordinator, Department of Finance at 262-653-4180 or emailed to kenosha.purchasing@kenosha.org.
5. Agreement Required. The Architects selected to perform the work will be required to execute an Agreement and related documents on City forms as a condition to performing the work. Related documentation will include:
 - a. Evidence of Liability Insurances in the form of a Certificate of Insurance with the following limits from a company licensed to do business in the State of Wisconsin, having a minimum AM Best Financial Strength Rating

of A- or better with the following limits:

- i. Commercial General Liability: General Aggregate – Two Million Dollars (\$2,000,000); Each Occurrence – One Million Dollars (\$1,000,000).
 - ii. Automobile Liability: Single Limit - One Million Dollars (\$1,000,000).
 - iii. Umbrella Liability: Three Million Dollars (\$3,000,000.00)
 - iv. Worker's Compensation: Statutory Limits
 - v. Professional Liability: covering negligent acts, errors and omissions in the performance of professional services with policy limits or not less than (\$2,000,000.00)
 - vi. Certificate of Insurance: The insurance coverages listed above shall be verified by a Certificate of Insurance issued to the City as a Certificate Holder and shall provide that should any of the described policies be canceled before the expiration date, the issuing insurer will mail thirty (30) days written notice to the Certificate Holder.
 - vii. Additional Insured: City shall be named as an additional insured with respect to coverage required by Section 5 and shall be provided with endorsement certifying that City is an additional insured with respect to said policies.
 - viii. A copy of the current Certificate of Insurance shall be provided with the proposal submittal.
- b. Specifications and Special Conditions. Specifications and Special Conditions for the Work are attached and will be included in the Agreement.

6. Award of Work. The City will enter into an Agreement, with the Proposer that we can pick to be the most advantageous, though in making this determination, the City will consider a scoring matrix as part, but not all, of that.

The City reserves the right to reject unqualified or nonconforming Proposals, to reject all Proposals and request new Proposals, to accept the Proposal deemed most advantageous to the City, select several firms for possible interview or select the most qualified Proposal and negotiate a Contract.

7. Commencement and Diligent Prosecution of Work. The Architect selected to perform the Work will prosecute the Work diligently until fully complete in accordance with the Agreement.

8. Documents to be submitted. Proposers shall submit the following documents, on City forms, in the course of making a Proposal:

- a. Sealed Cost Proposal,
- b. Certificate of Insurance evidence,
- c. References from Relevant Projects,
- d. Documents evidencing State of Wisconsin licensing, If required.
- e. A Completed W-9 form completed by successful proposer, and
- f. Completed City forms.

CITY OF KENOSHA, WISCONSIN

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1.0 SCOPE OF WORK

The City of Kenosha would like an Architectural Firm, specializing in architectural programming and design of public safety facilities, to prepare a program, conceptual design, project budget and project schedule for the future needs of the Kenosha Police Department with a location to be determined as part of this study.

The goal of the project is to provide the City with an informational foundation which will be used to incorporate into the 5-year Capital Improvement Plan.

The City of Kenosha is hereinafter referred to as the Owner.

2.0 SCOPE OF ARCHITECT'S SERVICES

Awarded proposal Hereinafter referred to as Architect, shall provide the following Consulting Services for the Project:

2.1 Pre-Design Study

Architect is to prepare a needs assessment report for the Police Department which will include the following:

2.1.1 Architect will review operations, long-term goals, and requirements. As part of this review, we will review current and projected long-term needs.

2.1.2 Architect will establish a project building program for the owner indicating space needs and identifying all functional elements required. The selected architect will meet with select personnel from the Police Department to gather data for the building program.

2.1.3 From Owner approved project building program, Architect will develop conceptual site and floor plans indicating proposed locations of the facilities and potential future expansion. The conceptual planning will include parking.

2.1.3.1 Conceptual floor plans will be laid out on a departmental level, i.e.: administration, patrol, investigation, evidence, etc. and will not be a detailed floor plan.

2.1.4 Architect will prepare a conceptual project budget: Utilizing all information generated, we will provide a total project budget which will include a construction budget utilizing cost per square foot calculations, furniture, fixtures and equipment allowances, fees, contingencies, and other soft costs for a total project budget.

2.2 Meetings

2.2.1 A total of four or six virtual meetings with staff.

2.2.2 A total of three or four in-person city committee and city council meetings.

2.3 Consultants: Architects will perform all work in-house and consultants are not included as part of this phase.

2.4 Complete design and project documentation and implementation (Schematic Design, Design Development, Construction Documents, Construction Administration) will be covered under a separate contract.

2.5 Project Deliverables

2.5.1 Building Program Spreadsheets for each of the following:

- Kenosha Police Department

The spreadsheet will identify 2024 existing space needs and 2044 projected space needs.

2.5.2 Concept Floor Plan (two final options) and Site Plan (two site options) in PDF format.

- Headquarters facility plus existing space at KJS Public Safety Building
- Two facilities: Headquarters facility, precinct building to the west, plus existing space at KJS Public Safety Building)

2.5.2.1 Additional site concept design fees.

2.5.3 Conceptual Project Budget for each option.

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City of Kenosha
Department of Finance
625 52nd Street, Room 208
Kenosha, WI. 53140

Firm's Name: _____

Firm's Address: _____

Contact Name: _____

Phone: _____

E-mail: _____

We, the undersigned, hereby agree to execute proposed contract and to provide all requisite labor, equipment, tools and materials for of projects, for the prices set forth below, in strict accordance with the Contract Documents:

Police Department Pre-Design Study \$ _____

Space Needs Analysis & Programming \$ _____

Concept Floor Plans \$ _____

Concept Site Plans \$ _____

2nd Concept Option (Precinct) \$ _____

Concept Budget \$ _____

Each additional concept floor plan
beyond those identified in 2.5.2 \$ _____

Each additional site concept plan (test fit)
beyond those identified in 1.0 and 2.5.2 \$ _____

Cost for virtual meetings \$ _____

Cost for in-person meetings \$ _____

Total Cost of Project: \$ _____

Please describe any other charges: _____

2. List any subcontractors to be used in performing this contract:

3. Certified Relevant Experience: Number of Years: _____

List All Recent Relevant Experience (use additional sheets if required):

4. Acknowledgment of Insurance Requirements: Initials: _____
(provide Certificate as evidence of coverage)

5. Certifying Current Licensing in the State of Wisconsin: Initials: _____

6. Complete W-9 Form: Initials: _____

I hereby certify that all statements herein are made on the behalf of:

(Name of Corporation, Partnership, LLC or Sole Proprietorship)(Please Indicate)

By: _____ Date: _____
Signature

Title: _____