

Neenah-Menasha Fire Rescue  
125 E. Columbian Ave.  
Neenah, WI 54956

**REQUEST FOR PROPOSAL**  
Remodel of Fire Station 31  
1080 Breezewood Ln,  
Neenah, WI 54956



Issued: June 14, 2024

## 1.0

### INTRODUCTION

#### 1.1 Purposes of Request

Neenah-Menasha Fire Rescue (NMFR) is seeking proposals from qualified architectural firms, as determined in part from received responses to this "Request for Proposal" who are experienced in the design and construction of fire station-type facilities to design a substantial remodel of the fire station. The location is currently owned and primarily utilized as a fire station and training center by NMFR.

#### 1.2 Background

Fire Station 31 was constructed in 1995. The station consists of approximately 14,888 total square feet. The station is used as the department's training center, Emergency Operations Center, and living quarters for full-time firefighters. In addition, a wellness clinic for the City of Neenah employees is located within the station. The site also holds IT servers for the city.

The current structure suffers not only from inappropriate room sizes but also from mismatched room uses. The station lacks adequate facilities for multiple genders to be assigned, including washrooms, showers, and locker rooms. In addition, much of the facility's interior finishings are outdated, worn, and need updating or replacement.

A feasibility assessment and preliminary budget have been established. This proposal's scope includes developing schematic design documents through construction documents and collaborating with NMFR, the City of Neenah, and all contractors during construction.

#### 1.3 Project Description

This project will consist of planning, designing, and renovating the existing fire station to house and equip emergency response personnel for NMFR. **A primary goal is to arrange areas by functions and create separate defined spaces for NMFR, the clinic, and technology servers.**

The design must consider incorporating elements into the fire station remodel that optimize workflow while prioritizing the health and safety of firefighters with an emphasis on cancer prevention measures. Design considerations should be given to the following:

- a. **Separation of Contaminated Gear:** Designated areas should be created within the fire station to separate contaminated gear from living and administrative spaces.
- b. **Apparatus Bay Ventilation:** Adequate ventilation systems should be installed in the apparatus bay to remove diesel exhaust fumes and other airborne contaminants.
- c. **Decontamination Area:** A designated decontamination area should be incorporated into the fire station layout, equipped with showers, sinks, and cleaning supplies.
- d. **Gear Storage:** Proper storage solutions for firefighting gear should be implemented to prevent cross-contamination and exposure to harmful substances. This may include

individual lockers or compartments for each firefighter's gear, as well as separate storage areas for clean and contaminated equipment.

- e. **Laundering Facilities:** On-site laundry facilities equipped with industrial-grade washers and dryers should be incorporated to ensure that contaminated gear is properly cleaned after each use.
- f. **Drive Through Apparatus Bays:** the current apparatus floor is designed with four bays, one of which is *drive-through*. The remodel space anticipates a total of three bays that all have *drive-through* capabilities. The fourth bay would become a hot/warm zone for the functions listed above.

Additionally, the project will incorporate the reconfiguration of the administration area, a functional layout of the training/classroom, and living quarters. A need to design new mechanical, plumbing, and electrical systems is expected and anticipated.

It is anticipated that the project will consist of two phases as follows:

- Phase 1 – Facility Design/Bidding and Award
- Phase 2 – Construction

Further information on the project scope is contained in Section 2.0.

#### **1.4 Project Objective**

NMFR is seeking proposals from qualified contractors for the remodel of our fire station, including significant improvements to our training grounds. We aim to enhance the functionality, safety, and efficiency of our facilities to better serve our community.

#### **1.5 Professional Services Required**

The professional services needed for this project will include providing all architectural, mechanical, electrical, plumbing, structural, and civil engineering services needed to design, bid, and construct the project. Further information on the services that NMFR anticipates will be needed for this project is contained in Section 3.0.

#### **1.6 NMFR Contact**

Attn: Office of the Fire Chief  
Neenah-Menasha Fire Rescue  
125 E. Columbian Ave.  
Neenah, WI 54956  
(920) 886-6200

#### **1.7 Receipt of Proposal Deadline**

The deadline for receiving proposals is August 12, 2024, at 10 a.m. in the Fire Chief's office at NMFR Station Thirty-Two located at 125 E. Columbina Ave Neenah, WI 54956.

## **1.8 Proposal Projected Schedule**

June 14, 2024	“Request for Proposal” made public
June-July, 2024	Interested firms tour the building site with NMFR staff during this period. Interested firms are directed to set up appointments with NMFR staff.
August 12, 2024	Written proposals must be submitted by 10:00 a.m. to the Fire Chief’s office.
August 20, 2024	Presentations with interested firms. Firms should expect presentation appointments between 9:00 a.m. and 4:00 p.m.
August 21, 2024	Firm Selected and Negotiations Initiated
August 21-23, 2024	NMFR and City of Neenah staff develop, review, and approve the contract with the Firm
September 4, 2024	Firm Selection and Services Agreement Approved by the City of Neenah Common Council
September 5, 2024	Notice to proceed is given to the selected Firm

The above schedule is a guide only and may be amended from time to time as conditions demand and as the Fire Chief directs.

## 2.0

### SCOPE OF PROJECT

#### **2.1 Fire Station Remodel**

- a. Evaluate existing structure for necessary repairs and upgrades.
- b. Design and implement layout changes to optimize workflow and functionality.
- c. Incorporate features to help reduce exposure to carcinogens.
- d. Upgrade electrical, plumbing, and HVAC systems to meet current safety and efficiency standards.
- e. Enhance living quarters and amenities for fire personnel.
- f. Install energy-efficient lighting and appliances.

## **2.2 Training Ground Improvements**

- a. Evaluate current training facilities and identify areas for improvement.
- b. Assist with the selection of a prefabricated fire training tower.
- c. Upgrade access and roads around the train tower site.
- d. Upgrade landscaping and grounds for safety and usability.
- e. Incorporate technology for simulation training.

## 3.0

### SCOPE OF SERVICES

#### **3.2 Architectural Services to be Provided**

The Firm selected for the project must provide all services necessary to meet the goals and objectives of the project. From the NMFR perspective, the services should, as a minimum, include, but not be limited to the following:

##### Phase 1 – Facility Design/Bidding and Award

- a. Meet with staff to establish the process for conducting the design phase. The deliverables from the design process will be detailed drawings and specifications acceptable to NMFR and suitable for public bidding.
- b. Provide all required architectural, structural, mechanical, electrical, plumbing, and civil engineering design expertise and services to prepare a detailed facility design that addresses all aspects of the project.
- c. Produce construction drawings and specifications of the facility's final design. Submit two (2) intermediate sets to the NMFR staff for review at the 100% Schematic Design and 100% Design Development
- d. Finalize the detailed facility design based on the input from NMFR staff.
- e. Provide final construction drawings and bid documents and work with the construction manager to bid on the project.
- f. Review submitted bids with NMFR staff to select contractor(s).

##### Phase 2 – Construction

- a. Visit the site as often as mutually agreed upon to review the progress and quality of work per the contract documents.

- b. Assist in keeping NMFR advised on the progress and quality of work.
- c. Work in conjunction with city representatives in preparing change orders for NMFR's execution.
- d. Conduct such inspections as are necessary to determine the pending completion of work or portions thereof and prepare a list of incomplete, unsatisfactory items and a schedule for their completion.
- e. Work in conjunction with the City of Neenah Staff to assist NMFR in determining final completion and ensuring all documents, guarantees, manuals, bonds, warranties, as-built drawings, etc., are turned over to the City and NMFR.

## 4.0

### REQUIRED PROPOSAL CONTENT

#### **4.1 General**

Any firm interested must submit a completed response to the "Request for Proposal". Although no specific format is required for the written proposal, this section is intended to provide guidelines on features that NMFR and the City of Neenah will look for and expect to be included in the proposal. Any questions regarding the RFP will be made in writing and directed to the Fire Chief's office. Two (2) copies of the written proposal are required. In addition, an electronic submission, excluding the Part B Fee, is highly encouraged.

#### **4.2 Proposal – Part A: Narrative**

In general, Part A of the proposal should thoroughly address the project objective; the architectural design approach; work products to be provided; personnel loading, and the schedule for completion. The latter shall cover the completion of the work stages and tasks associated with those variables. Also included in Part A should be a confirmation of the Firm's project team, plus their qualifications and an organizational chart. NMFR's position is that the Firm submitting the proposal is committed to providing the project team listed and that any substitutions on that team after its receipt must be approved in advance by NMFR. To evaluate the proposals from the participating firms, NMFR will review, at a minimum, the following proposal components:

- a. Identification of the project lead, with a limited resume describing educational background and only the most relevant past project management experience. For three key, representative projects, include the project description, level of involvement, and performance related to cost control and the ability to meet schedule.
- b. Identification of the project team with a clear description of the role each member will serve. A limited resume should be included for each member that describes their most

relevant project experience. If sub-consultants are proposed, this information must be provided as well.

- c. A detailed scope of services. Although NMFR in this RFP attempts to identify the services required, this should not constrain the Firm in the development of a scope they believe is necessary to meet NMFR's objectives. NMFR will be receptive to alternative scopes of service. The scope must demonstrate the Firm's understanding of the project's objectives, priorities, and challenges and their plan to address them through the proposed project management approach.
- d. A project schedule that identifies important milestones and decision points for each work task.
- e. Other relevant material as needed to exhibit the Firm's ability to perform the work, and to provide adequate information to NMFR to evaluate the proposal.

#### **4.3 Proposal – Part B Fee**

**This part of the proposal shall be sealed and separate from Part A.** It will include the Firm's detailed cost estimate to finish the services detailed in their proposal. Also enclosed should be a balance sheet audit report to verify financial capabilities and a certified calculation of general and administrative overhead. Costs for the requested services should be broken down into phases as follows:

- Phase 1      Percentage of completed project cost with not to exceed.
- Phase 2      Percentage of completed project cost with not to exceed.

Part B will **not** be used to evaluate proposals leading to the selection of the top candidate and will not be opened until evaluations have been completed. The fee proposal will be used for negotiations leading to the final contractual scope of services and contract fee. Should the evaluation process not result in a clear choice as to the top-rated Firm, the fee proposal will be used to assist the selection committee in determining its final recommendation.

If NMFR is unsuccessful in reaching a contract agreement with the top-ranked Firm, negotiations will cease, and the second-ranked Firm will be invited to negotiate with NMFR

#### **4.4 Proposal Presentation**

As part of the submittal process, firms may be asked to present their project proposal to NMFR and City of Neenah staff. The substance of this presentation should follow elements of the written proposal and be made by key members of the project team, including the project manager. Any firm presenting will be allowed one hour for their presentation, and they should leave some time for a question-and-answer period. The facility provided by NMFR has appropriate audiovisual equipment for computer presentations.

#### **4.5 Miscellaneous Proposal Information**

- a. NMFR reserves the right to accept or reject, either in whole or part, any submittals in response to this request, with or without cause, and to waive informalities in any submittals which are in the best interest of NMFR and the City of Neenah.
- b. All material submitted regarding this RFP becomes the property of the Neenah-Menasha Fire Rescue and will be returned to the Firm at NMFR's option. Any person may review responses after the final selection has been made. Neenah-Menasha Fire Rescue reserves the right to use any or all ideas presented in reply to this request. Disqualification of a Firm shall not be considered a waiver of their reservation.
- c. The City of Neenah and NMFR are not liable for any cost incurred by the firms before the issuance of a written agreement, contract, or purchase order.
- d. The contents of the proposal from the successful firm will be a contractual agreement if NMFR and the City of Neenah wish to execute a contract based on the submitted proposal. Failure of the successful Firm to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award.
- e. All products produced in response to the contract resulting from this RFP will be the sole property of NMFR and the City of Neenah. This includes any original drawings prepared for this project.
- f. NMFR reserves the right to contact any reference or any client listed in the documents for information that may help evaluate the Firm's performance on previous assignments or projects.

5.0

### **PROCUREMENT OF PROFESSIONAL SERVICES**

#### **5.1 Proposal Evaluation and Final Selection**

The written proposal and the presentation shall be evaluated based on the following criteria:

- a. Experience and qualifications of the contractor and team.
- b. Responsiveness to the project scope and requirements.
- c. Proposed approach and timeline.
- d. Budget and cost-effectiveness.
- e. References and past performance.



Based on this evaluation of the written proposals and the proposal presentations, an initial selection will be made of the most qualified Firm by ranking the proposals. The sealed Part B of the proposal of the selected Firm shall then be opened for inspection. NMFR and the City of Neenah will negotiate with the top-rated Firm to finalize both the scope of services in the service fees so that they may be incorporated into the formal contract.

If the estimate in Part B of the proposal is shown by a review of other analyses to be unsatisfactory, or subsequent negotiations are unsuccessful in bringing the fee proposal into an acceptable range, NMFR will cease discussions with the top-ranked Firm and initiate negotiations with the second-ranked Firm.

## **5.2 Negotiations Guidelines**

The successful Firm shall participate in a fee negotiation meeting with the NMFR and City of Neenah staff. The negotiation and discussion will cover the Firm's costs, including direct costs, indirect costs, and profit or net fee, as may be considered by NMFR to be reasonable. NMFR, the City of Neenah, and the Firm will also agree upon the project schedule and any final adjustments in the project requirements and scope during this meeting.

## **5.3 Standard Agreement**

If a fee is agreed upon, the Fire Chief will prepare a Board Action Item for the Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee requesting authorization to negotiate and enter into an Agreement for Professional Services with the selected Firm.

## **5.4 Compensation and Payment**

NMFR shall reimburse the Firm as may be necessary to complete the requirements of this assignment as outlined in the agreement between the parties. The Firm shall submit to NMFR a certified invoice monthly. The NMFR will review the invoice to ensure that all charges are proper and supported by the Firm's Project Progress Report attached thereto before authorizing payment to them.

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NMFR looks forward to receiving your proposals and partnering with a qualified contractor to achieve our vision for an upgraded fire station and training grounds.