



AGENDA OF THE AD HOC FACILITIES COMMITTEE

FRIDAY, FEBRUARY 2, 2024, 11:00 AM
In person at City Hall, Room 207
Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/87100407121?pwd=bzJFdFFqYUtiRkphb0xUSXdVbG9OZz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 871 0040 7121

Passcode: 466680

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

C. Approval of the Agenda.

- I. Approval of the agenda for the February 2, 2024, meeting of the Ad Hoc Facilities Committee.

D. Approval of Minutes.

- I. Approval of the Ad Hoc Facilities Committee minutes from the October 16, 2023, meeting.

E. Regular Business.

- I. Discussion with possible action regarding an update on the Fire Station needs and location.

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

2. Consideration with possible action on a request for a professional design service for city hall and police station for space needs analysis, feasibility study, and funding source.
3. Consideration with possible action regarding an update on the electrical and mechanical replacement pricing for City Hall.
4. Consideration with possible action regarding the Report out on the 2024 borrowing requests for city buildings.

F. Informational.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Ad Hoc Facilities Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) QUORUM: Please take notice that a majority or quorum of the Finance Committee will attend this Ad Hoc Facilities Committee meeting and will constitute a meeting of the Finance Committee for purposes of discussion and information gathering relative to this agenda.
- 5) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Ad Hoc Facilities Committee
of the City of Green Bay

MEETING DATE

February 2, 2024

AGENDA ITEM # E.2

Consideration with possible action on a request for a professional design service for city hall and police station for space needs analysis, feasibility study, and funding source.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. RFP - Space Needs Analysis and Feasibility Study

**REQUEST FOR PROFESSIONAL DESIGN SERVICES
CITY HALL AND POLICE STATION
SPACE NEEDS ANALYSIS AND FEASIBILITY STUDY
GREEN BAY, WISCONSIN**

SCOPE OF SERVICES: The City of Green Bay, Wisconsin is requesting proposals from qualified consultants to provide space needs and alternatives feasibility analysis for the City of Green Bay City Hall, and Police Station.

QUESTIONS REGARDING THIS RFP: Trista Hobbs, Assistant City Engineer, phone 920-448-3114, trista.hobbs@greenbaywi.gov is the sole point of contact for all issues pertaining to this procurement.

DEADLINE FOR PROPOSALS: Proposal must be received by 2:00 p.m. CST on **February 16, 2024**, or such later time as the city may announce by addendum at any time prior to the submittal date. Late proposals will not be accepted. Faxed or emailed proposals will not be accepted.

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CITY HALL AND POLICE STATION

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I. PURPOSE AND BACKGROUND

The purpose of this document is to solicit proposals from qualified consultants to provide design services for a space needs and feasibility analysis for the renovation of City Hall, renovation or replacement of the Police Station, and subsequent impacts to the Municipal Court building.

City Hall was constructed in 1956 with several renovations over the years. It houses the City's council chambers, administrative functions, human resources, information services, law department, engineering, parks administration, and community and economic development.

The Police Station was constructed in 1969 with a major addition in 1992 and several renovations over the years. The Police Station houses police department personnel, forensics processing and evidence storage, shooting range, locker rooms, and interview rooms as well as mechanics shop for repair and maintenance of police vehicles.

The Municipal Court building was constructed in 1967 with major renovations in 2000. In addition to Municipal Court functions, the building houses the Police Department workout spaces and storage.

Facility assessments were conducted on these buildings in 2015 and subsequently updated in 2022. Existing flow analyses, studying and noting observed deficiencies, were conducted in 2023 and are attached to this **RFP as Exhibit B.**

Submission of a proposal indicates acceptance by the Applicant of all the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the City of Green Bay and the Applicant.

Proposals are subject to a formal contract being negotiated, prepared, and executed between the successful applicant and the City. The City reserves the right to negotiate the terms and conditions of the contract.

II. RFP SCHEDULE

Table 1 – RFP Calendar of Events

EVENT	DATE
Issue Request for Proposal	Monday, January 22, 2024
Last Day for Request(s) for Clarification <i>must be submitted in writing</i>	Wednesday, February 7, 2024 by 5:00pm
Proposal Due	February 16, 2024 by 2:00pm
Consultant Selection	February (tentative)
Agreement for Services	March 2024 (tentative)

Questions concerning this RFP will be responded to collectively and made available for interested consultants via addendum. All inquiries must be submitted in writing no later than close of business (5:00pm) on November 13, 2023, to the contact person below. No oral questions will be taken or responded to except for administrative clarifications.

Contact: Trista Hobbs, Assistant City Engineer
Trista.Hobbs@greenbaywi.gov

Currently a site walk-through is not anticipated for the RFP process.

III. SCOPE OF WORK

The City desires to identify facility space needs and determine feasibility of City specified alternatives to address deficiencies noted in the existing flow analysis. The scope of services required includes evaluating the current and anticipated needs of City Hall, Police Station, and Municipal Court facilities and providing conceptual design layouts, opinion of probable costs, and anticipated phasing plan and timeline for each alternative.

Space Needs Analysis

Develop a total space needs program presented in matrix or spreadsheet format for both current and future space needs projections. The space needs program shall be comprehensive with square foot tabulations of individual spaces, sub-totals, circulation factors and overall gross square footage as well as adjacency relationships and a narrative regarding operational objectives.

- Consider current operational needs of functions and departments housed at City Hall, Police Station, and Municipal Court buildings;
- Conduct interviews with City Hall Departments, Police Department, and Municipal Court to determine spatial needs, discuss current staffing and confirm organizational structure. Additional progress meetings with staff shall be considered;
- Build in capacity to shift and share spaces amongst City operations;
- Support best practices in security and safety measures as well as integrated technology through the facilities' structure;
- Incorporate innovative design characteristics for contemporary civic buildings, police, and courts facilities, including environmental sustainability.
- Determine regulatory and structural, mechanical, electrical, and other engineering systems requirements/constraints.
- Create a departmental interaction matrix.
- Create a room-by-room interaction diagram and bubble diagram of the departmental and room-by-room interaction matrix with important relationship rankings.

Facility Alternatives Feasibility

The City has identified the following alternatives based on the desire to utilize the existing City Hall facility and existing City owned properties:

- Alternative #1
 - City Hall - Consolidate public facing functions to lower floors and address noted deficiencies;
 - Police Station – Construct addition to existing building addressing noted deficiencies.
- Alternative #2
 - City Hall - In addition to above, incorporate space for Municipal Court functions;
 - Police Station – Construct new Police Station on the site of the existing Police Station and Municipal Court addressing existing building and site deficiencies.

Feasibility analysis shall utilize the space needs assessment to develop conceptual floor plan and site layouts of existing building and additions (if necessary), identify technical upgrades required, and develop phasing (if necessary) and opinion of total probable costs (construction, professional services, financing, contingency, FFE) for each alternative.

Deliverables

Provide a final report (in PDF) compiling the space needs and feasibility analyses with executive summary stating the preferred option and recommended path forward. The report shall include drawings, tables, and narrative. Present report and findings to the City's Ad Hoc Facilities committee.

IV. PROPOSAL CONTENT AND FORMAT

Responses should be typed, organized and concise yet comprehensive.

1. Cover Letter

The Proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. The letter accompanying the proposal shall also provide the name, title, address, and telephone number of individual(s) with the authority to negotiate and contractually bind the consultant.

2. Table of Contents

Include a table of contents with identification of material by section and page number.

3. Summary of Qualifications and Experience

A. Introduction

Introduction of the proposal, including a statement of understanding for the type of projects: discussion on understanding of the scope of work and how this would be accomplished; the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by the City prior to signing the agreement with City).

B. Scope of Work

Describe your basic approach and methodology that would be used to provide Architectural/Engineering design services. Identify any supplemental tasks that you may see as necessary or alternatives, which may enhance the project, reduce the cost, or speed delivery and approvals. Identify supplemental studies and reports, data collection requirements, and other documents that may be required to complete a task(s) based on experience. Identify specific data and methodologies recommended, and any special or innovative considerations that should be part of a project, as each project requirements are determined based on experience.

C. Qualifications:

Description of the firm's and sub-consultants' qualifications and experience, mentioning specific, similar, or related work pertinent to various types of projects of the nature that would be expected when working on a public agency's infrastructure and such related items, and list of references.

- i. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.).
- ii. Summarize specific experience and qualifications for similar and related projects. List at least 3 references with contact information.
- iii. Provide a statement of the firm's philosophy with respect to cost and budget control during the design phase of the project, demonstrating experience and ability to design to a

given budget.

iv. Identification of staff who would be assigned to the work these tasks: the proposed responsibilities and brief résumés; which highlight special qualifications relevant to what could be included in the various required tasks for a range of facilities.

v. Identification of any sub-consultants, résumés of the key/participating staff proposed for these various project tasks, and how the tasks could be carried out.

D. Labor Hours

Provide a preliminary sample scope of services and estimate of labor hours separated by key personnel in your firm. The labor hours shall be based upon standard task of work for similar type of activities based on experience with working for a public agency on facility infrastructure repairs and upgrades.

E. Schedule

Provide a sample preliminary schedule and timeline showing activity and duration for various task; show approximate timing for reaching milestones.

F. Conflict of Interest

The consultant shall disclose any financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting construction project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

G. Cost/Fees and Invoicing

Costs should be organized for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all overhead and profit. Billing rates shall include provision for normal office costs, including, but not limited to; office rental, utilities, insurance, cell phone or radio, equipment, normal supplies and materials, in- house reproduction services, and local travel costs. Also detail what hourly rates for overtime will be used.

Submit an itemized hourly fee schedule for additional services beyond the scope of work.

Invoicing will be submitted to the City on a per task completed basis. Milestone payments will be observed, and it will be the responsibility of the selected consultant to propose the completed task milestone payment schedule. The schedule submitted will be a recommendation to the City. The City will then evaluate and discuss with the consultant if any modifications are required.

H. Insurance Requirements

Prior to execution of the agreement with the City, the successful firm must provide evidence of insurance coverages, for consultant and any sub-consultants, as noted in the sample contract and insurance requirements exhibit. The successful firm will be required to maintain the required coverages, at its sole cost and expense, throughout the entire terms and any subsequent modification terms of the contract.

I. Proposal Exceptions

Consultant shall clearly delineate any and all exceptions to the standard agreement. Such

exceptions may be considered in the consultant selection process.

V. PROPOSAL EVALUATION

Proposals will be evaluated initially according to the following:

1. Overall quality of the proposal submitted.
2. Qualifications and experience of the personnel which will be assigned to the project.
3. The relevant experience and demonstrated ability of the firm with adaptive re-use strategies of existing buildings.
4. Work plan, schedule, and methodology.
5. Any other relevant information offered or discovered during the evaluation process.

PROPOSAL SUBMITTAL

One (1) original, three (3) copies, and one (1) electronic copy in Portable Document Format (PDF) on a USB Thumb Drive of the proposal must be received in person or by mail to City of Green Bay Department of Public Works no later than 2:00pm, February 16, 2024. Proposal must be clearly titled:

REQUEST FOR PROPOSAL: City Hall and Police Station Space Needs Analysis and Feasibility Study

Proposals are to be delivered in a sealed envelope and addressed to:

City of Green Bay Department of Public Works
Attn: Trista Hobbs – Assistant City Engineer
100 N Jefferson Street, Green Bay, WI 54301

Note: Late proposals will not be considered.

VI. CONSULTING AGREEMENT AND INSURANCE REQUIREMENTS

*A sample agreement is attached for review as **Exhibit A**.*

Prior to the start of work, the selected consultant will be required to execute an Agreement for Services with the City. The consulting firm must review the attached sample consulting agreement and minimum insurance amounts. No modification requests to material terms of agreement will be made. The agreement shall not be in force until contracting is approved by the City of Green Bay City Council and after written authorization to proceed has been provided.

The successful firm must provide evidence of insurance coverage as noted in the sample contract and insurance requirements exhibit. The successful firm will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent modification terms of the contract.



Report to the
Ad Hoc Facilities Committee
of the City of Green Bay

MEETING DATE

February 2, 2024

AGENDA ITEM # E.3

Consideration with possible action regarding an update on the electrical and mechanical replacement pricing for City Hall.

BACKGROUND

Cost estimates for the proposed electrical and mechanical work for City Hall.

The consultant that designed the electric service replacement recommended \$1.5 million, original estimate was \$1.1 million, but the estimate was several years old.

The 2024 borrowing request approved by council on 12/19/2023 included \$750,000 to start the electrical service replacement project.

BSA is the consulting firm that provided the initial estimates for the mechanical replacements. This is the updated recommendation:

	Initial estimates	Updated
Phase 1 Mechanical Replacement – 2025 -	\$1,100,000	\$1,265,000
Phase 2 Mechanical Replacement – 2026 -	\$1,320,000	\$1,518,000
Phase 3 Mechanical Replacement – 2027 -	\$756,000	\$870,000
Phase 4 Mechanical Replacement – 2028 -	\$1,350,000	\$1,553,000

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Ad Hoc Facilities Committee
of the City of Green Bay

MEETING DATE

February 2, 2024

AGENDA ITEM # E.4

Consideration with possible action regarding the Report out on the 2024 borrowing requests for city buildings.

BACKGROUND

The Common Council approved the requests on December 19, 2023 and Resolutions are expected to be approved on February 6, 2024.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. 2024 borrowing - City buildings

Total borrowing for City owned buildings - 12-19-2023

Department	Finance Description	2024 REQUEST	2024 PROPOSED BORROWING	OTHER FUNDING	OTHER FUNDING DESCRIPTION
GENERAL LEVY:					
Municipal Court	Courtroom sound and security system	\$50,000	\$50,000		
	Department Total	\$50,000	\$50,000	\$0	
Police	Building Backup Power Generator	\$125,000	\$125,000		
	Department Carpet Replacement	\$110,000	\$110,000		
	GBPD 2nd Floor HVAC Liebert Unit	\$30,000	\$30,000		
	Police Department garage door renovations/replacement	\$30,000	\$30,000		
	Department Total	\$295,000	\$295,000	\$0	
Fire	Dishwasher Station 5	\$25,500	\$25,500		
	Flooring - Station 2	\$87,300	\$87,300		
	Flooring/Carpet - Station 4	\$13,725	\$13,725		
	Garage Doors/Openers - Shop	\$25,800	\$25,800		
	Lot Station 7	\$29,325	\$29,325		
	Department Total	\$181,650	\$181,650	\$0	
DPW	West Shop - Main Building HVAC	\$300,000	\$300,000		
	West Shop - Salt Storage Shed Repairs	\$65,000	\$65,000		
	West Shop - Sanitary Lateral	\$500,000	\$500,000		
	Department Total	\$865,000	\$865,000	\$0	
Parks	Joanne's Aquatic Center Roof Replacement	\$200,000	\$200,000		
	Joannes Pool Restroom Hot Water Heater	\$16,000	\$16,000		
	Marquette Wading Pool Filter	\$51,000	\$51,000		
	Park Shop - Underground Gas Tank Design and Engineering	\$30,000	\$30,000		
	Resch Aquatic Center - Pool Heater Replacement	\$100,000	\$100,000		
	Resch Aquatic Center Freezer and Refrigerator Replacement	\$33,000	\$33,000		
	Department Total	\$430,000	\$430,000	\$0	
City Hall	City Hall - 3rd Floor Fiber Optics	\$400,000	\$400,000		
	City Hall - Replace Main Electrical Service	\$1,500,000	\$750,000	\$750,000	Updated quote / split between 2024 and 2025 borrowing
	Department Total	\$1,900,000	\$1,150,000	\$750,000	
GENERAL LEVY TOTALS		\$3,721,650	\$2,971,650	\$750,000	
Parking Utility	Elevator-Cherry Street Ramp	\$400,000	\$400,000		
	Parking Ramp Repairs	\$600,000	\$600,000		
	Department Total	\$1,000,000	\$1,000,000	\$0	
GENERAL LEVY TOTALS		\$3,721,650	\$2,971,650	\$750,000	
OTHER FUNDING SOURCES TOTALS		\$1,000,000	\$1,000,000	\$0	
TOTAL CITY BUILDING PROJECTS 2024		\$4,721,650	\$3,971,650	\$750,000	