



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
PUBLIC WORKS SPACE NEEDS ANALYSIS AND RECOMMENDATIONS
April 7, 2022**

The City of River Falls, Wisconsin is seeking consulting services to complete a facility and space needs analysis to help determine the appropriate facility(ies) and space needs for the current, and projected, functional areas of public works and utilities (electric, water, and wastewater).

The proposal submitted should cover all expenses related to the project. Favorable pricing, experience of the firm, qualifications, experience, and ability of assigned staff, resources, ingenuity, completeness and detail of the level of service proposed, and timeliness of the service proposed will be significant factors in award of this contract.

NAME OF THE PROPOSALS: Facility and Space Needs Analysis Proposal
DEADLINE FOR SUBMITTAL: Thursday, April 28, 2022 at 1:30 pm CST
PROPOSALS SUBMITTED TO: City of River Falls Space and Staff Assessment
Attn: Amy White, City Clerk
222 Lewis St
River Falls, WI 54022

CONTACT PERSON: Mike Stifter, Public Works Director
mstifter@rfcity.org
715-426-3406

OPENING: Thursday, April 28, 2022 at 1:30 pm CST
BID AWARD (ANTICIPATED): Tuesday, May 10, 2022 at 6:30 pm CST
Common Council Meeting in City Hall
222 Lewis St; River Falls, WI 54022

1.0 Purpose.

The City of River Falls is requesting proposals from qualified firms interested in conducting an analysis of current public works and utilities facilities. This analysis is to evaluate the overall use and space needs of the public works and utilities departments for function, operations and storage. The focus of the assessment should be on the continued use and renovation or expansion of current facilities. The report will be a tool to understand if the facilities are suitable for the city's current and projected needs and to establish a budget for future plans as applicable.

2.0 Background.

The City of River Falls straddles the County lines of both Pierce and St Croix counties in Western Wisconsin, two of the fastest growing counties in Wisconsin, and just 30 minutes from the Minneapolis/St Paul metro area of Minnesota. The 2020 census data reports a population of just over 16,000. The city is approximately 8 square miles and along with the population, is expected to grow in the future.

River Falls is a full-service community with public safety protection (Ambulance service is contracted), three utilities (electric, water, and wastewater), refuse and recyclable collection (contracted), municipal court, community development, public works, parks, recreation, and forestry services. The Public Works department is comprised of Streets (includes Stormwater maintenance), Parks, Forestry, Fleet, and Facility operations and are generally officed in the main facility. The Electric and Water departments also share the main facility in terms of both office and equipment storage.

3.0 Facilities

Public Works and Utility staff generally share the main facility. Specifically, the Streets, Parks, and Fleet staff are in the main facility with two of the three Facilities staff there. Electric has their staff in the main facility. Water/Wastewater has six of nine staff at the main facility. As noted previously, an assessment and recommendations should be included for the co-location of all Water/Wastewater staff at the same facility. Other considerations should be made of the main facility and its ability to address the needs of the various departments.

Storage space resides in a few different facilities around the community. The main facility has adequate space for most service vehicles and equipment with some shifting for the various seasons (ex. Plow Trucks go to Cold Storage for the Summer). The adjacent yard accommodates most material needs as well as storage items for all departments. Some equipment, like trailers remain outside and uncovered.

Two other facilities that are used heavily include a Cold Storage facility that is surrounded by a secured fence as well as an old Meter Shop that was used in connection with our Power Plant in the past. The Cold Storage facility serves as long-term storage in some cases as well as the storage of some seasonal and seldomly used items. It also provides for covered storage of material that requires it. The adjacent yard is also used quite extensively. It is likely that the city will have a need to demolish the cold storage and meter shop in the years ahead.

Some other smaller areas are used around the community, like in the Parks, but likely will not be included in this analysis.

Approximate square footages of the noted spaces are:

- Public Works/Utility main building 46,656 (40,096 main/6560 mezzanine)
- Cold Storage 7500
- Meter Shop 4000

4.0 Space for Staff

Currently the public works facility on Benson St. is “home” to the following employees daily:

FUNCTIONAL AREAS	FTE
Public Works Director	1
Safety Coordinator	1
Public Works Staff (streets and parks)	9
Fleet Management	3
Facilities	2
Electric Superintendent	1
Electric Staff	9
Water Utility	6
TOTAL	32

*There are also up to 10 seasonal temps used each summer to support public works activities.

Wastewater staff reports from the water treatment facility located at 432 S Apollo Rd. The city desires to locate all water/wastewater staff, and equipment, in the same location if possible.

In addition, the city may desire an additional workspace at the public works facility that can be utilized on occasion by other city staff, such as the City Administrator, Assistant City Administrator, or Utility Director for on-site presence.

Future space needs should also include: potential space for a public works intern, a possible administrative support position, and additional public works and/or electric positions that could be needed due to City growth over the next twenty years.

The City Forester duties are currently a 0.5FTE assignment to the City’s Conservation & Efficiency Coordinator. The assessment should include considerations for a future full-time City Forester position at the Public Works facility.

The selected firm would be expected to forecast any space needs using a data-informed, best-practices, approach in consult with city staff.

5.0 Project Scope.

The selected proposer shall be required to conduct an in-depth assessment of the City's current operations and provide a detailed facility and space needs assessment with recommended plan, which should incorporate the following components, at a minimum:

5.1 General Information with scope and methodology

5.2 Facility Condition Assessment

5.2.1 Public Works Facility at 950 Benson Street

5.2.2 Wastewater Treatment Plant at 432 S Apollo Rd

5.3 Assess storage space needs for necessary equipment and supplies.

5.3.1 Include the evaluation of materials and equipment stored at the Meter Shop and Cold Storage.

5.3.2 Outside "yard" storage needs should also be a consideration.

5.4 Assess space needs, and considerations, related to staff workspaces, collaborative space(s), employee comfort, safety, workflow, etc.

5.5 Provide recommendations for:

5.5.1.1 Optimization of current spaces.

5.5.1.2 Expansions, additions, and/or enhancements recommended for current operations and any growth projections for the next 20 years if feasible.

5.6 Report of Findings:

5.6.1 Executive summary.

This section should include a summary of the findings, conclusions, and recommendations in high-level discussion. Also include a financial statement regarding the impact of the recommendations.

5.6.2 Findings and conclusions.

A detailed report of the significant findings for each section included in the project scope, including exhibits and supporting analytical information.

5.6.3 Implementation.

A complete action plan for implementing the recommendations including a prioritization of actions (especially if needs exceed feasible fiscal resources) and timeline.

6.0 Submittal of Proposal.

6.1 Company name and address.

6.2 A brief overview of the services performed.

6.3 Total contract amount.

6.4 Duration of project from contract award to final submission. *Note: Preference may be given for service proposals that result in recommended staffing levels in advance of the 2023/24 budget development (September 1, 2022).*

6.5 Company's professional qualifications and experience with similar type analysis projects:

6.5.1 Provide a summary of the Company's statement of professional qualifications.

6.5.2 Provide a statement on the availability and commitment of your firm and its principal(s), assigned project managers, and project team to undertake the project.

6.5.3 Provide the names of at least three (3) projects for which your company has provided consultation service or similar projects completed in the past five

(5) years. The City of River Falls reserves the right to contact listed municipalities at any time during the RFP process. Provide the following information for each project listed.

6.6 Project Team:

6.6.1 Identify the experiences of the project manager and team members proposed to be on the project team. *Note: Project manager and all project team members may not be substituted or changed throughout the agreement without the written approval of the City.*

6.6.2 Demonstrate expertise and experience of each member of the project team.

6.7 Project team's methodology, approach, and understanding of the project:

Provide a detailed management plan to show how the team proposes to efficiently accomplish the services for the project. Each phase of the plan should have a well-defined scope, deliverables, and estimated time frame for completion.

6.8 Describe how your firm will report the status of the project to the City.

6.9 References: Provide at least three (3) client references. The City reserves the right to contact listed clients at any time during the Request for Proposal process. Provide the following information for each project listed:

- Client's name and address.
- Contact person name, phone number, and email address.
- A brief overview of the work and a short description of the services.
- The total fee of the contract.