

# MEMORANDUM

June 16, 2006



TO: Village Board

FROM: Chris Swartz, Village Manager

COPY:

RE: Building/Site Assessment Study

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As you may recall, Village staff recommended and received approval for a police and public works needs assessment study as part of the 2006 budget. Staff requested the funding because:

1. The Police facility is reaching its useful life (actually 30 years ago) and more importantly, it is not an effective facility for modern police operations. There is also the possibility of a joint facility with Whitefish Bay.
2. The Public Works facility site is on very valuable and developable land. In addition, the facility has reached its useful life. There is also potential for a joint facility with Whitefish Bay.

## Process

In March 2006, project managers Chief David Banaszynski and Public Works Director James Bartnicki, Assistant Public Works Director James Swenson, and I began to discuss the process for selection of a consultant for the needs assessment study. Mr. David Haber of the Jansen Group volunteered to assist the staff in this process.

Staff developed a Request for Proposal (RFP) document that outlines the project specifications and timetable (see attached). The RFP document was sent to ten architectural firms. The process required that interested firms tour both facilities.

Six firms formally responded to the RFP. Based on specific weighted material such as:

- Quality and experience of proposed firm and consultants
- Expertise of proposed team members
- Project Approach and methodology, hours assigned to study
- Project Understanding
- Proposed fee

Staff along with Jansen established a short list of three (3) firms. We will be interviewing the finalist on June 19 and will have a recommendation at Monday's meeting.

## Candidates

The six (6) candidates submitting a response to the RFO included:

1. Zimmerman Design Group
2. Engberg Anderson
3. Barrientos Design & Consulting
4. Plunkett Raysich Architects
5. Bray Associates
6. The Durrant Group

These were short listed to:

1. Barrientos Design & Consulting
2. Plunkett Raysich Architects
3. Zimmerman Design Group

## Budget

The Board allocated \$25,000

Taxes (TIF fund)	\$4,000
Fund reserves	\$21,000

The proposals of the three (3) finalists were:

Plunkett Raysich	\$21,100
Zimmerman Design Group	\$12,900
Barrientos Design	\$22,415

I have the proposals of the three (3) finalists available for your review, and will have copies of the proposals of the finalists on Monday evening.

We were very fortunate to have a great Village team working on this project and wish to thank the Jansen Group for their assistance.

Should there be any questions, please contact me.