



REQUEST FOR PROPOSAL

Architectural and Engineering Services

Public Works Garage
RFP # 2025-PWG-01

Town Of Brule

RFP CONTACTS:

Diane R Nelson

clerk@brulewi.gov

Issue Date: June 11, 2025 / Closing Date: July 15, 2025

Advertisement

Request for Proposals (RFP) **Town of Brule, Wisconsin** **Architecture/Engineering Services for** **Public Works Garage**

Project: The Town of Brule, Wisconsin is requesting proposals for professional services from a qualified Architect/Engineer (A/E) firm for the design, bidding, construction management, and construction inspection for a new public works garage. The Town is seeking a firm with considerable experience in the design, engineering, and construction of municipal garages specifically.

All responses must be prepared with the forms provided and submitted in accordance to the Instructions to the A/E Firm. Documents may be obtained through DemandStar.com. Documents may also be obtained at the Town of Brule, 5231 S County Line Rd, Brule, WI (clerk@brulewi.gov).

The Town of Brule encourages the participation of minority, women-owned and disadvantaged business enterprises.

The Town of Brule reserves the right to reject any or all proposals, to waive irregularities, or to accept such proposals, as in the opinion of the Town, will be in its best interests.

Responses will be received by the Town of Brule, Attn: Brule Town Clerk, 5231 S County Line Rd, Brule, WI 54820.

Responses Due: Tuesday, July 15, 2025, at 3:00 PM CST
Diane Nelson, Clerk

Duluth News Tribune: Wednesday, June 11, and Saturday, June 14, 2025

Summary of Request

The Town of Brule, Wisconsin is requesting professional services from a qualified Architectural/Engineering Consultant for the design, bidding, construction management, and construction inspection of a new Public Work Garage, located at BR-006-00179-01 on Old Hwy 2 across from the Town Dump Road.

Proposals shall be received by the town clerk on/or prior to the Proposal Submission Date: **3:00 pm (Local Time), July 15, 2025**. Respondent shall submit, in a sealed package, one unbound original and one pdf version on a flash drive, clearly marked stating: **Public Works Garage-Brule**.

Diane R Nelson.
5231 S County Line Rd
Brule, WI 54820
Phone: 218-591-0693
Email: clerk@brulewi.gov

Introduction

The Town of Brule is planning to build a new Public Works Garage to enhance the town's capacity to deliver essential public work services. The project aims to provide the necessary infrastructure to support the current and future operation required for the town.

The purpose of this RFP is to identify the most qualified firm who has the resources, experience, skill and capacity to undertake building design services, including all civil work to build a New Public Works Garage under the terms and conditions described within this RFP. The successful firm will work closely with the Project team to deliver the project on time and on budget.

The Town of Brule is not bound to accept any Proposal and reserves the right to cancel, postpone or stop the process at any time, at its sole discretion.

The Project

The Public Works Garage will replace the town's existing facility with newly built modern infrastructure. The new Public Works Garage is proposed to be located on parcel BR-006-00179-01, directly across from the road to the town dump. The project involves the construction of a new municipal facility designed to meet the current operational needs and support the town's requirements for the next 20 plus years. The proposed site is currently undeveloped. A proposed site location is included in Appendix A.

Project Requirements

The Town of Brule sees the following requirements from this project:

- Site Plan – A site location has been provided
- Vehicle storage and maintenance facility approximately 6,000 SF
 - Bays: The building will have 4 bays.
 - Maintenance Bay: One bay will be equipped for maintaining and repairing municipal vehicles, including facilities for welding.
- The facility will store the following municipal vehicles:
 - 37' Tandem Plow Truck
 - 35' Grader
 - 31' Single Axle Truck
 - 30' End Loader
 - 20' Brusher
- A modern support area that includes:
 - A boardroom to accommodate up to 20 users.
 - One private office with secure storage for files and election equipment.
 - Two washrooms
 - Dedicated storage facilities/lockers for staff use.
 - Technology Integration: IT infrastructure for operational efficiency.
- Expandable building design
 - Flexible design to seamlessly facilitate future additions and expansions as required (design plans to show future expansion)

Project Scope

- *Conceptual Design.* The selected A/E firm will develop the space design and project scope to meet the needs of the Town. This phase will include meetings with Town personnel to obtain feedback on building details.
- *Final Design and Permitting.* The A/E firm will hire all required subcontractors/consultants (civil, mechanical, electrical, plumbing, septic, well, structural, etc.) and coordinate with the State of Wisconsin to complete the project design. Once design is completed, all Federal, State, and Local permit applications will be submitted (Town to pay all applicable permitting fees). A/E firm shall prepare all contract documents, which, at a minimum, shall include advertisement for bids, instruction to bidders, bid forms, bid bond, construction contract, payment/performance bonds, and project specifications.
- *Project Cost Estimate.* Based on the final design, the A/E firm will complete a project cost estimate, which will include all anticipated A/E fees, permitting fees, and construction costs.
- *Public Meeting.* Prepare materials for public discussion and make a presentation about the project as part of the decision-making process. One public informational meeting, attended by the A/E firm, is anticipated.
- *Electorate Vote.* A/E firm to provide sufficient detail and information to the Town to properly hold a town meeting for the electorate to vote to approve the project. One electorate voting meeting, attended by the A/E firm, is anticipated.
- *Bidding.* A/E firm shall assist the Town in the bidding process to prospective prime contractors (anticipated spring 2026). Services include distribution of plans and contract documents, conduct pre-bid meetings, provide written addendums, attend the bid

opening, review submitted bids, provide a letter of recommendation to the Town for award, and assist with completion of the Owner/Contractor construction agreement.

- *Construction.* A/E firm shall provide construction administration services as well as construction inspection/testing services throughout the construction phase proposed for 2026 start.

Tasks

The awarded firm will be responsible for, but not limited to, the following:

- Phases included in this scope: Conceptual design, Schematic design, design development, construction documents, procurement and construction phase.
- Identify and review any other elements that may be needed for successful, functional, and operational public works garage.
- Submit and obtain all local, state and federal plan approvals necessary to complete the project.
- Provide project cost estimates based on the final design.
- Provide construction administration and construction inspection services including but not limited to site observation, review and certification of contractor's work, prepare change orders, construction change directives, review and certify contractor payment applications, reject nonconforming work, and other associated duties.
- Provide as-built drawings and submittal documents.

Schedule

A proposed schedule shall be developed for design, permitting and construction by the respondent.

RFP Requirements, Format, and Evaluation

The proposal must be submitted in accordance with the stated terms and conditions, scope of work, and any appendices and issued addenda. A person authorized to make commitments on behalf of the A/E firm must sign the proposal.

A/E firms must submit, in a sealed package, one unbound original and one pdf version on a flash drive, clearly marked stating: **Public Works Garage-Brule.**

Submission and Award Schedule	
Issuance of Design RFP	June 11, 2025
Last Day for Questions	June 21, 2025
Last day for Addenda	June 27, 2025*
Proposal Submission Date	July 15, 2025
Review/Clarifications/Interviews	July 16, 2025* to Aug 6, 2025*
Award RFP	Aug 11, 2025*

*Dates are adjusted by changes to submission date.

Proposal Content

Firms must submit in the following format:

1. Consultant Capacity, Capability, Experience and Expertise:
 - Provide Information on the Consultant Firm and its qualifications.
 - Provide a description of a minimum of two similar (2) projects completed within the last 5 years.
 - Firm References for a similar project:
 - Include the name, title, address and contact phone number for the owner's representative most knowledgeable about the project.
 - Include the name, title, address and contact phone number for at least two sub-contractors most knowledgeable about the project.
 - Provide a statement on the Firm's capacity to undertake this project and to allocate the necessary financial and human resources given current commitments.
2. Personnel Capability/ Experience and Expertise:
 - Identify the team (key staff) that are proposed to work on the project and describe their specific roles and responsibilities and include their resume, indicating their experience, technical certifications and credentials.
 - Provide two client references for the Lead Technical resource proposed to work on the project. Include the name, title, address and contact phone number for a client representative most knowledgeable about the individual.
 - Provide two references for the Architect proposed to work on the project. Include the name, title, address and contact phone number for a client representative most knowledgeable about the individual.
3. Project Approach:
 - Provide a statement describing your approach to the project and overall project management including cost control, quality assurance, and other factors that impact the project. Note experience with applicable federal and state regulations, budget management, as well as public participation and communication strategy, etc. Include a proposed work plan or proposed scope of work and timeframe to complete the tasks.
 - Provide a schedule that indicates the timing of critical activities to demonstrate how the project can achieve substantial performance by the date indicated. The schedule must include an allowance for reviews and approvals at key stages.
4. Project Financials:
 - Provide a breakdown of your fee by phase outlined below:
 - Preliminary Design Phase
 - Detailed Design
 - Bidding And Award
 - Construction Administration

- Provide:
 - Rates for work outside of the fixed fee.
 - Reimbursable expenses (attach specific breakdown)
 - Indicate proposed payment terms.
5. Subconsultants Listing Form
6. Addenda Acknowledgement form.

Subconsultants Listing (Must be submitted with RFP)

Public Works Garage

The undersigned agrees to employ the following listed **subconsultants** for the following enumerated classes of work and not to alter or add to such list without the written consent of the Town of Brule, WI. Use separate sheet as necessary.

SUBCONSULTANT	CLASS OF WORK
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____

Submitted by: COMPANY _____

 ADDRESS _____

 COMPANY REPRESENTATIVE _____

Addenda Acknowledgement (Must be submitted with RFP)

I/we hereby acknowledge receipt of the following addenda(s):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the site where the work is to take place, and the plans, specifications, form of contract and all other contract documents.

I/we further agree to enter into the contract, as provided in the contract documents, under all the terms, conditions and requirements of those documents.

* If no addenda were issued, the consultant/firm shall so indicate and sign this document.

Company

Representative Signature

Appendix A

Proposed Site Location

Proposed Building Site

