



Request for Proposal

Analysis of the Public Works Facility

Introduction

The Village of North Aurora is a non-home rule community located in the western suburbs of Chicago with a current population of 17,441 and covers approximately 7.24 square miles. The Village is located in Kane County and is expected to reach 19,000 residents by 2020. The Public Works Department has a variety of different equipment, facilities, and vehicles. The Public Works central station is located at 314 Butterfield Road. The site has a public works building, water treatment plant, a deep well, salt dome, an additional garage, storage shed, and the Village's fueling station. There are also other public works facilities located in the Village and are listed in attachment A in the appendix.

Overview

The Village of North Aurora, Illinois is soliciting proposals from qualified firms to provide an analysis of the Public Works sites and facilities. The information from the study will be used to assist the Village in future planning for Public Works operations and service delivery. The purpose of the analysis is to assess the current Public Works facility to determine if it is adequate to handle the current and future space demands for equipment, storage, personnel and operations while also determining if there are ways to utilize the existing facility more efficiently.

The Public Works Facility is located at 314 Butterfield Road and was constructed in 2000. The building houses snow plow storage, electrical equipment storage, services all Village vehicles including police squads, and has limited office space. This building also houses administrative offices, bathrooms, a service garage, vehicle storage, and public works street functions including snow removal, electrical, water, lawn maintenance, etc. The Public Works additional garage is located at 318 Butterfield Road and was constructed in 1985. This second garage stores additional equipment and holds the Village's brine making machine. There is also a storage shed behind the garage at 318 Butterfield Road that was constructed in 1990 and is used for storing black dirt and the Village's leaf machines for its leaf program. The Village also has two salt domes which are located at 318 Butterfield Road (700 ton capacity) and 2101 Tanner Road (1700 ton capacity).

The Village Water Division operates two water treatment plants, four active deep wells, and two active water towers. The east water treatment plant is located at the Public Works facility site and was constructed in 2007. The west water treatment plant is located at 600 Princeton Drive and was constructed in 2006. The Village is currently constructing two new deep wells. Once the two wells are complete, the Village will have six active deep wells. The Village's two water towers are located at 1901 Orchard Gateway Blvd and 318

Butterfield Rd and have a combined water storage capacity of 1.5 million gallons. In 2020, the Village is building a new water tower with a capacity of 750,000 gallons which will be built at 600 Princeton Drive. This will bring the Village's water storage capacity to 2.25 million gallons.

The Public Works Department has 13 full-time employees. Currently, the Public Works Director and the Streets Superintendent offices are located at the Public Works facility, 314 Butterfield Road. The Water Superintendent's office is located at Village Hall, 25 East State Street. The Lead Water Operator's office is located at the west treatment plant, 600 Princeton Drive. The selected firm will interview Public Works personnel to gather information about what positions the Village anticipates it will need to create over the next 20 years.

Project Scope

The Village seeks a qualified firm to assess and analyze its current Public Works facility located at 314 Butterfield Road. The analysis should assess the Public Works facility's current space, logistics, and site layout. Some factors to consider are current and operational needs, existing square footage, and the department's staffing, equipment, and operation needs in the present and the future. It is anticipated that the firm selected will be required, at a minimum, to make site visits and conduct interviews with appropriate personnel to derive a final set of recommendations.

The project scope consists of two areas of focus:

1. *Efficiency of Space* - Determine if the existing site layout can be enhanced to increase the efficiency and effectiveness of the site and the department's operations/logistics. Review and analyze current work spaces and flow. Identify any cost-effective layout alterations that may provide space for additional employees. In addition, the firm may propose automation, electronic, or other techniques which may serve to maximize current square footage at each building and/or site.

Key Components:

- a. Determine if the on-site salt dome should be relocated
 - b. Maximize current space for material storage
 - c. Optimize the circulation and flow for on-site logistics
 - d. Potential relocation of fueling station
 - e. Renovation of current sites loft area, lunch room, and offices space
 - f. Understand how other public works operations and off-site facilities coalesce with the Public Works Facility
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2. *Space Needs Analysis* – Assess the current Public Works facility to determine what space is adequate to handle the current and future space demands for equipment, storage, personnel and operations. Define how much space the Village needs, currently and in the future. Project the type of space needed within the building(s) and how large each space should be and/or if additional space needs to be built in

regards to current and future equipment, storage, staffing levels, and vehicles. Assume that a 20 year growth projection is appropriate.

Key Deliverables:

- a. Adequate conference, training, lunch, and multipurpose rooms
- b. Adequate space for equipment and vehicles presently and in the future
- c. Adequate space for restrooms
- d. Additional on-site parking for employees and guests
- e. Additional offices for at least five (5) employees
- f. Determine optimal size of salt dome
- g. Innovative communication and technological opportunities

Project Submittals

The selected firm will be required to provide the following submittals:

1. *Findings and Recommendations* – Provide an analysis of the Public Works Facility regarding present and future space demands of the facility. Include a breakdown of type of space, and recommendations to improve the efficiency of space and logistics of the current facility and other facility locations in the Village.
2. *Preliminary Conceptual Drawings* – Provide simple single-line drawings depicting any recommended new, remodeled, rearranged or expanded facilities floor plans. Drawings should take into consideration staff’s key focus areas outlined in the project scope. This study does not include a detailed concept or architectural drawings. Any drawings should be elementary.

Contents of Proposals

The firm selected for the project should have the necessary qualifications to provide the services requested. The firm should include individuals that have been sufficiently organized, properly trained, technically qualified, and entirely conversant with the design standards and policies applicable to the project.

Proposals must include the following:

1. The firm’s name, address, contact information and the name of the primary contact in reference to the proposal.
 - a. A list of the individuals on the team with a brief bio and their assigned roles for the project.
2. History and background of the firm.
 - a. Identify anything unique to your consulting firm that would set you apart from others.
3. A minimum of three (3) references and the contact information including phone number of the individual who was in charge of the project.
4. Availability to present firm’s capability in an interview.
5. Provide three (3) examples of recent, preferably similar, projects.
6. Provide three (3) other projects that cast creativity and uniqueness.
7. Provide a breakdown of costs for your proposal.

Pre-Proposal Walkthrough

The Village will host a pre-proposal walkthrough of the Public Works facility prior to the deadline of submittal of proposals. This tour will take place at the Public Works facility located at 314 Butterfield Road. This tour will begin at the Public Works facility located at 314 Butterfield Road North Aurora, IL 60542 on Tuesday, December 11th, 2018 at 1:30pm.

Proposal Deadline

Proposals are requested from qualified firms to furnish professional services pertinent to the project's scope outlined above. Please return a hard copy of the proposal by mail in a sealed envelope marked "RFP for Analysis of the Public Works Facility" to the Village of North Aurora, 25 East State Street, North Aurora, IL 60542 addressed to the attention of David Hansen no later than 4:30pm on Friday, January 11th, 2019 and an electronic copy emailed to Administrative/GIS Analyst, David Hansen at dhansen@northaurora.org.

Basis of Selection

Village staff will evaluate the proposals according to completeness of the proposals, experience and qualifications of the team selected for the project, experience and qualifications of the firm, and innovative or unique approach to providing the desired services. Selection is based on the following:

1. The experience the firm has had with similar projects in the past.
2. The ability to assess and produce creative site layout options and solutions.
3. The qualifications and experience of the staff assigned to the project.
4. Information presented in any interviews.
5. Cost of proposal.
6. References produced by the firm.

Interviews are a component of the evaluation process and will be scheduled following the evaluation of proposals. Formal presentations are encouraged but not required. The Village will negotiate the terms of compensation for the agreed scope of professional services associated with this request for proposal. The execution of the agreement will be considered by the Village Board at the February 4th, 2019 Village Board. Should you have any questions, please contact Administrative/GIS Analyst at 630-897-8228 ext. 262 or at dhansen@northaurora.org. All inquiries must be received a minimum of 72 hours prior to the submittal deadline.

Award of Contract

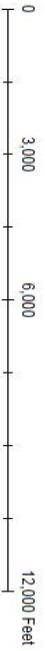
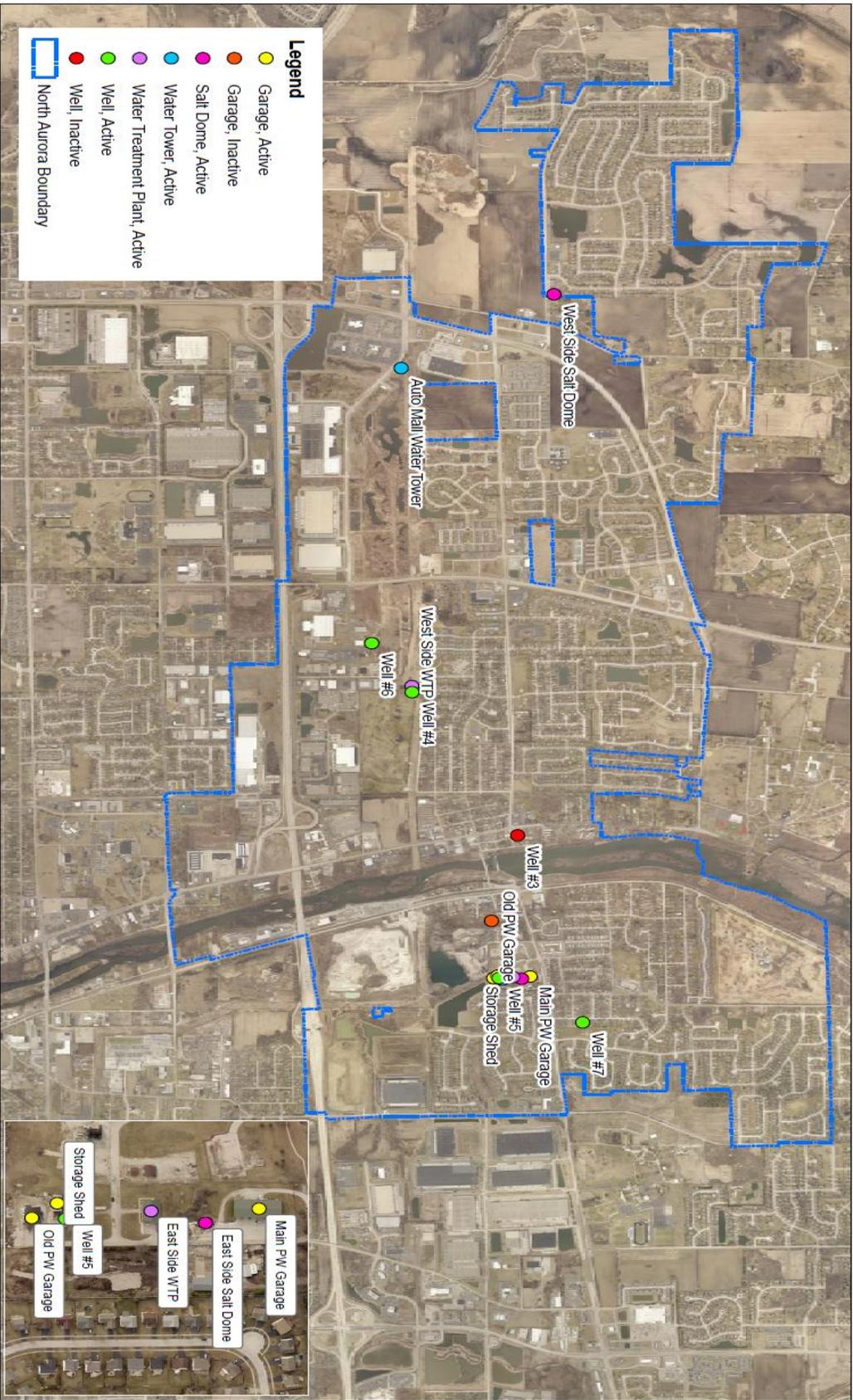
It is the express intent of the Village that all specifications as outlined in this Request for Proposal Document. Including any addenda items which are issued, shall be incorporated as part of the written and signed contract with the successful firm.

Appendix

Map of Public Works Facilities

Attachment A - Public Work Facilities List

Public Works Facilities



Attachment A
Public Works Facilities

<u>Building/Structure Name</u>	<u>Address</u>	<u>Year Built</u>	<u>Active</u>
Main PW Garage	314 Butterfield Road	2000	Active
PW Additional Garage	318 Butterfield Road	1985	Active
PW Storage Shed	318 Butterfield Road	1990	Active
East Treatment Plant	316 Butterfield Road	2007	Active
West Treatment Plant	600 Princeton Drive	2006	Active
Salt Dome (west side)	2101 Tanner Road	2008	Active
Salt Dome (east side)	318 Butterfield Road	Around 1990	Active
Old State Street Garage	24 East State Street	N/A	Inactive