



Request for Proposals

2025 FACILITIES ASSESSMENT, PROJECT NO. 2524

For The City of Watertown, SD

Proposals must be received no later than:

Wednesday, August 20th, 2025 at 3:00 PM CST

ISSUED BY:

The City of Watertown, Public Works Department

1-605-882-6202

The City of Watertown is soliciting proposals to assess the condition of sixteen (16) City-owned facilities under Project No. 2524. Please submit an electronic copy of the proposal and mail one (1) hard copy to Luke Ammann, at lammann@watertownsd.us, 20 N Maple, PO Box 910, Watertown, SD 57201. Deadline for submission is no later than 3:00 p.m., August 20th, 2025. Please direct your questions regarding this RFP to Luke Ammann.

BACKGROUND

The project is generally described as an assessment of the current condition of several City of Watertown owned facilities. These facilities include City Hall, Police Department, Fire Station Main, Fire Station West, Regional Airport, Regional Landfill, Wastewater Treatment Plant, Family Aquatic Center, Bramble Park Zoo Discovery Center, Prairie Lakes Ice Arena, Prairie Lakes Wellness Center, Fieldhouse, Regional Library, Event Center, Heritage Museum, and the Downtown Public Restroom.

SCOPE OF WORK

The purpose of this RFP is to facilitate the selection of a qualified Consultant to assess the current condition of the aforementioned City-owned facilities and provide prioritized 5-year and 30-year capital improvement plans. An acceptable assessment shall deliver a comprehensive report that includes condition scores, estimated remaining useful life, and cost estimates to repair and/or replace the following facility components:

1. Mechanical Equipment
 - a. Boilers, Furnaces, Pumps
 - b. Hot Water Heating
 - c. Air Handling Units, Make-Up Air Units
 - d. Unit Heaters, Ventilation
 - e. Fume Hoods, Dust Collection
 - f. Air Cleaners, Air Conditioning
 - g. Cooling Towers, Chillers, Condensing Units, Split Systems
2. Electrical Equipment
 - a. Protection Systems
 - b. Switch Gear, Distribution Panels
 - c. Transformers
 - d. Emergency Power Systems
 - e. Generators, Automatic Transfer Switches
3. Plumbing Systems
 - a. Domestic Hot/Cold Water Supply
 - b. Water Heaters, Expansion Tanks
 - c. Plumbing Fixtures and Pumps
4. Interior and Exterior Envelope Components
 - a. Floors, Walls, Ceilings
 - b. Roofing
 - c. Windows, Doors

5. Security and Fire/Life Safety Systems
6. Energy Efficiency Opportunities
 - a. Lighting
 - b. HVAC Controls
 - c. Building Envelope
 - d. Domestic Water Controls

Reporting and Meetings: The Consultant should expect to present their findings in a meeting with select City staff. A supporting presence at City Council meetings may also be required if the need arises to present an executive summary.

Assist with Plan Implementation: This RFP does not include the coordination of outsourcing work in accordance with any recommended repairs or replacements identified during the assessment. However, there is potential for an additional contract to provide this service. It is requested that the Consultant's hourly rates for these services, if available, be included in this proposal.

COMPLETION EXPECTATIONS

The City anticipates the assessment to be completed and a final report submitted to City staff by May 1st, 2026. Progress reports will be scheduled as needed.

PROPOSAL FORMAT AND CONTENT

Please review this RFP carefully to ensure your understanding of all City requirements prior to developing your proposal. Proposals shall clearly reflect an understanding of an agreement with the stated requirements. Submission of a proposal indicates acceptance of the conditions contained in the RFP unless clearly indicated otherwise. Consultants are urged to submit concise proposals, appropriate to the scale of the project and include only items that are relevant to this specific project with a page limit on the proposal of fifteen (15) pages.

Prepare and submit the following in a brief narrative format, or other stated format (in the order noted):

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall include the following items organized as follows:

1. Basic Information:

- Contact person name, firm name, address, telephone number, and email.
- Sub-Consultant(s) name(s).
- State the office location(s) where the services and work will be performed, and identify the office location(s) and percentage of activities of other offices/Sub-Consultant offices involved in performing the services and work.

2. Firm Experience:

- Provide a narrative description of the company and why it is best qualified to provide the desired services.
- Describe the general experience and specialties of the company.
- Identify specific experience(s) with assessments of public facilities, cost of assessment, and on-call professional services.
- Identify other public utility, municipal, and/or co-op clients.

3. Proposed Team:

- Identify names and positions of key personnel anticipated to work on each Schedule of Work.
- Provide a resume including education and experience for key team members. Include summary of work on similar projects, approximate dates, and individual's responsibility in the assignment. This requirement also applies to Sub-Consultant(s).

4. References:

- List 3-5 project references and an example from assessments completed in the past, including contact names and telephone numbers for projects of comparable size and scope performed by the key personnel listed above. To the extent any references for individual employees of either the Consultant or Sub-Consultant are different from those noted in the previous section, they should also be provided.

5. Work Summary:

- Provide a narrative summary of the expected tasks and activities, with a description of the analysis, reports and participation, which the Consultant expects to provide pertaining to that activity. This would include a summary of the steps to be completed to accomplish the Scope of Work, approaches to the project, and understanding of the project requirements.

6. Work Plan and Project Schedule:

- Submit a work plan upon which the estimate for the total contract price should be based. This should demonstrate an understanding of the issues and subjects which will be addressed and provide City staff and the Consultant a written document to refer to throughout the project.
- The project schedule shall include the estimated time required to complete each step in the Scope of Work, including estimated start and completion dates (non-binding).
- The number of hours allocated to each individual by each task should be indicated with a project schedule-type display showing each activity in the proposed work plan.

- A summary time estimate will work closely with the Consultant throughout the engagement to assess the project's progress and status. The plan must include an appropriate number of kick-off and progress meetings, information gathering and disseminating sessions, and updates with key City staff to understand and discuss the City's issues and concerns, become acquainted with key City staff, and identify persons who will provide data.
- Ensure a sufficient number of meetings with City staff to provide preliminary findings and strategies based upon the available data. This shall include collaborating with staff to provide feedback regarding the projects, intentions, recommendations, and the like that would be acceptable to field staff and elected officials. Consultant shall meet with City staff to identify potential changes to projects, to present findings, and to demonstrate the effects of various scenarios.
- Remote collaboration is encouraged to save costs. Presentations, kick-off meetings and initial discovery discussion require on-site visits.

7. City Furnished Documentation

- The City will assist and provide any relevant requested documents and/or information. Appropriate City staff will be made available to assist the Consultant whenever possible. Proposal must be clear in addressing what the City will be expected to assist with. Therefore, provide a description of required documentation and estimated time and effort required by City staff to assist in the preparation of the work.

8. Proposal Price Structure

- The Consultant should prepare the cost proposal as an all-inclusive contract price, including consulting services, travel costs, consumables and incidentals. At a minimum, the above items must be separated on the proposal. It is encouraged to add additional cost breaking points for major components.

SELECTION

The selection of a Consultant is anticipated to be made based on the proposal alone. If a consensus on the selection cannot be agreed upon a short list of candidates may be made for a proposal interview. The proposed schedule/timeline below assumes interviews will not be required.

PROPOSED SCHEDULE/ TIMELINE

TASK	DATE
Advertisement in Public Opinion	July 19 & July 26, 2025
Deadline for Submitting Questions	August 1, 2025
City Response to Questions	August 8, 2025
Deadline for Submittal of Proposals	August 20, 2025
Preliminary Selection of Consultant	August 27, 2025
Council Consideration and Notice to Proceed	September 2, 2025
Kick-Off Meeting	TBD
Progress Review Meeting	TBD
Final Assessment Report Submittal	May 1, 2026

TERMS AND CONDITIONS

1. The City prohibits the acceptance of any proposal after the time and date specified on cover of the Request for Proposal. There shall be no exceptions to this requirement.
2. The City reserves the right to reject any or all proposal submittals.
3. The City reserves the right to reject any or all responses received as a result of solicitation; to extend the submission due date; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means.
4. The City reserves the right to request clarification of information submitted.
5. Submission of a proposal indicates acceptance by the Firm of the conditions contained in this Request for Proposals (RFP).
6. Selection of a proposer will be made on fixed/known prices. The City reserves the right to negotiate price, scope of services, and/or schedule deadline on the need for additional services, and/or other qualifying factors.
7. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in the RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney.
8. The City shall not be responsible for any costs incurred by the Proposer in preparing, submitting, or presenting its response to the RFP.
9. The contract shall be in effect until the execution of all scope items.
10. Proposal submittals and evaluation materials submitted under this RFP shall be considered public documents and will be available for inspection and copying by the public. The City may request an electronic copy of a proposal response at a later time for this purpose.