

**Town of Springvale
Town Hall Building Committee Report
July 13, 2024**

Committee recommendations for the July 16, 2024 Springvale Town Board regular meeting

- **Town Board select a vendor to conduct a feasibility study of alternatives to improve or replace the existing town hall**
- **Town Board adopt a tentative timeline to ensure a building improvement or replacement contract can be in place by December 31, 2024**
- **Looking ahead – at the August Town Board meeting Town Board approve a contract and funding for physical evaluation of one or more sites including exploratory digging, if recommended at that time by the committee.**

Contents

Committee recommendations for the July 16, 2024 Springvale Town Board regular meeting	1
Proposed timeline for Springvale Town Board	3
Phases of the project	5
1. Feasibility study phase – July-August.	5
2. Final design and bid document phase – September.....	5
3. Funding phase – October-November.	5
4. Site evaluation and permits phase -- August-December.....	5
5. Bid phase -- November.....	5
6. Construction phase – December 2024 into 2025.	5
RFP versus RFB	5
RFP (Request For Proposals).....	5
RFB (Request For Bids).....	6
Site evaluation and permits	6
Funding	7
Town Hall Building Committee history and process	8

Proposed timeline for Springvale Town Board
Regarding town hall improvement or replacement
(subject to change as events unfold)

June

- June 11 (Tuesday), **Town Board** appointed town hall building committee at regular town board meeting 6/11/2024

July

- July 16 (Tuesday), **Town Board** select feasibility study vendor at regular (rescheduled from July 9) at regular (rescheduled) town board meeting, and sign contract (see Note 1)

August

- August 6 (Tuesday) is likely the date of the **regular Town Board meeting** rescheduled from August 13.
 - Town hall building committee makes report.
- (August 13 (Tuesday) is election day, so town board meeting will likely be rescheduled from this date).
- (August 29 (Thursday), feasibility study due)

September

- (Labor Day is September 2)
- September 5 (Thursday),
 - **Town Board** review feasibility study results with committee and residents at possible town board meeting (rescheduled from September 10, to keep the schedule moving).
 - Open house/Public hearing by Town Board prior to town board meeting same day
 - **Town Board** select maintenance or construction alternative to pursue
 - September 6, Committee issue RFP (Request For Proposals) seeking vendor to create design and bid documents. Due Thursday, September 19
 - Apply for zoning permit and approve permit application funds. (See note 1)
- (September 10 (Tuesday) is regular town board meeting date, rescheduled to September Thursday, September 5 or to September 24.)
- September 24 (Thursday), **Town Board** select vendor to create design and bid documents, and sign contract (see Note 1), at **this second town board meeting in September (to keep the schedule moving)**.
 - Design and bid documents will be due Thursday, October 24, 2024

October

- (October 8 (Tuesday) is regular town board meeting date)
- (Design and bid documents due Thursday, October 24, 2024)
- Committee seek lending offers.
- October 29, (Tuesday)
 - **Town Board** conduct First review of design and bid documents at town board meeting.
 - Open house/Public hearing by **Town Board** prior to town board meeting same day
 - **Town Board** approve design and bid documents, or conduct Second review, see November 7

November

- (November 5 (Tuesday) is election day.)
- November 7, (Thursday),
 - if necessary, **Town Board** conduct Second review of design and bid documents at town board meeting.
 - If necessary, Second Open house/Public hearing by **Town Board** prior to town board meeting same day
 - if not previously done, **Town Board** approve design and bid documents
 - approval to build and borrow.
 - Building and borrowing may require a Special Town Meeting held by **Town Board**.
 - A Special Town Meeting is conducted in the same manner as the Annual Town Meeting held in April each year. All eligible electors may vote.
- (Committee) issue Request for Bids for maintenance or construction work, consistent with approved design. Bids will be due November 26 (Tuesday).
- Bids due November 26 (Tuesday).
- (November 28 is Thanksgiving Day)

December

- (December 10 (Tuesday) is regular town board meeting date)
- December 10 (Tuesday),
 - **Town Board** select maintenance or construction vendor, and sign contract (see Note 1)
 - apply for remaining needed permits -- water, sanitation, driveway, other.

Note 1: A town board may delegate actions such as finalizing of details and signing of contracts. Per Wisconsin Towns Association Attorney Joe Ruth email July 3, 2024.

Phases of the project

The committee sees six phases or elements. Some phases will overlap.

1. Feasibility study phase – July-August.
 - a. To examine alternatives of maintenance or renovation of the existing building or replacing the existing building with new construction.
 - i. New construction, if decided upon, would be either on the town recycle site or on the vacant site across the road from the recycle site.
 - b. Committee issues an RFP and town board selects a vendor to conduct feasibility study.
 - c. Receive study of alternative approach concepts and respective cost estimates.
 - d. Do physical site evaluation including digging to assure suitability for construction, well, septic, etc.
 - e. Town board select the approach to pursue.
2. Final design and bid document phase – September.
 - a. Committee issues an RFP and town board selects a vendor to draft the detailed building and site designs and to draft the bid documents.
 - b. Receive the deliverables.
 - c. Town board accepts the deliverables.
3. Funding phase – October-November.
 - a. When estimated costs are known and assuming some borrowing will be required, determine the method of paying down borrowed amounts.
4. Site evaluation and permits phase -- August-December.
5. Bid phase -- November.
 - a. Committee issues the Request for Bids.
 - b. Bids are received.
 - c. Town board select a vendor to do the maintenance or construction work.
 - i. Town board accepts the bid of the “lowest responsible bidder.”
6. Construction phase – December 2024 into 2025.
 - a. Board/committee/vendor oversee the construction.
 - b. Town board accepts the completed work.

RFP versus RFB

RFP (Request For Proposals)

The Town is “shopping for a vendor, but they need more details before they can buy, and they’re open to new approaches or ideas. The RFP will ask vendors for their pricing and the approach they’ll take if they win the contract. The RFP will also give a sense of the deadlines and timelines that the successful bidder will need to meet.” <https://www.visiblethread.com/blog/rfq-vs-rfp-vs-rfi-whats-the-difference-and-how-should-you-use-them/>

RFB (Request For Bids)

A Request For Bids asks for a price for work that is precisely defined.

The committee will conduct further research on RFB’s to ensure, among other details:

- public notice requirements are met
- “responsible bidder” criteria are established and used, to avoid having to take an unqualified bidder for the construction phase
- process for blind bid handling is followed, in the case of if a vendor who is publishing the RFB for the town also wishes to submit a bid for construction

Site evaluation and permits

Each of the sites – existing, recycle, and vacant across from recycle – will require evaluation for overall suitability for town needs, and for legal permit approvals, and permits will need to be obtained.

- This includes zoning and lot size for any construction work whether it is maintenance of the existing site, repositioning on the current site, or new construction on one of the other two sites.
 - Regarding lot size, the recycling and vacant lot sites on Old County Road B are either one likely large enough to meet the town’s needs for a building and recycle, if the town board selects one of those alternatives.
 - Nonetheless the committee contacted a landowner neighbor to those sites, for possible land acquisition or swaps, in the event a larger site is needed or simply desired. These discussions are just preliminary.
- This also includes water and sanitation permits, drainage, road access for driveways, access to utilities, etc. Committee members and feasibility study and design vendors can help with these evaluations and in obtaining permits.

Funding

Assuming borrowing may be needed, methods of borrowing may include:

- General obligation bonds
- Private lending, ten year limit, and may be extended for a second ten years. Town of Scott is using private lending.
- Board of Commissioners of Public Lands (BCPL), ten year limit.

Methods of paying for any borrowing may include:

- Existing revenues. As a result of recent legislation, State Shared Revenues received by the town increase by \$38,991 in 2024 over 2023, and this increased amount is expected to continue in future years. Among other uses, it appears this money could generally be used to pay down any building maintenance, building renovation, or building replacement borrowing.
- Increasing the tax levy. To pay down debt, the tax levy may be increased even if the levy exceeds normal levy limits.

The town has received \$54,000 in federal ARPA (American Recovery Plan Act) money. If by December 31, 2024, that money is not used or a contract signed for its use, it must be returned to the federal government.

The money can be used for any public use, except that it may not be used as matching money for other grants.

Town Hall Building Committee history and process

- Appointed by Board June 11, 2024
- Paul Bernander (chairperson), Bob Breneman, Becky Gutzman, Ellen Richter, Dietrich Vedder
- The committee is attentive to the statements of the board chair at the June 11, 2024 town board meeting that the committee should evaluate minimal maintenance or renovation of the existing building, along with replacing the existing building at the recycling site of across the road on Old County Road B.
- Meetings: June 17, June 19 (committee trip to Town of Scott building), June 24, June 26, July 1, July 3, July 11, July 15 (planned)
- RFP (Request For Proposals) issued for feasibility study to improve or replace current town hall building: June 27, 2024, due July 12, 2024.
- Process.
 - The committee is attentive to public open meetings law. Meeting notices posted have been posted on the town website and at the town recycle center bulletin board
 - The committee is attentive to public open records law. Meeting agendas, minutes and other materials are posted on the town website.