



January 15, 2018

Mr. Peter Daniels
City Engineer
City of West Allis
7525 Greenfield Ave.
West Allis, WI 53214

**RE: SITE SELECTION, FACILITY PROGRAMING, & TIME MANAGEMENT STUDY
Scope of Architectural Services**

Dear Peter,

Barrientos Design & Consulting is pleased to provide the City of West Allis with this proposal of architectural services for a three-part study of the Public Works Garage. Our planning services will involve a site selection for a new Garage, a facility programming effort of the building and yard, and a time management analysis of the proposed Garage.

SCOPE OF WORK

Barrientos Design proposes to conduct this site analysis in three major tasks. Task 1 being a Facility Programming effort that documents, tabulates and identifies the facility needs of the major functions in the Building and in the Yard. Task 2 will be a site selection effort that analyzes parcels for their feasibility to match the Garage's needs. Finally, Task 3 will be a time management study that identifies and quantifies operational efficiencies in terms of time, supervision, security, safety, maintenance, inventory, and energy.

TASK 1 - FACILITY PROGRAMMING

The facility programming effort will set forth the design criteria for the eventual design of a new Public Works Garage and Yard. The design criteria to be established includes; vehicles stall assignments assigned staff, repair bays and shops, occupancy county of each room, height and clearances, fixed equipment, relationship and adjacency requirements, circulation patterns for vehicles and pedestrians, and major building codes affecting the design. Moreover, the program will describe Yard functions and determine cold storage space requirements and identify their seasonal changes.

Specific facility programming tasks and deliverables will include:

1. Conduct a Kick-off Workshop focusing on the facility programming process, vision for the DPW facility, organizational structural, operational delivery methods, current facility usage and overview of building and yard needs.
2. Conduct onsite interviews with key Public Works staff on the operations, equipment parking, parts storage, staff support and administrative areas
3. Intake facility data on: fleet composition, major fixed equipment, parts and bulk storage, fueling, salt storage, field crews, supervisors and administration needs. In tabular form, summarize existing facility data and capacities including: number of vehicles parked, staff assigned, storage areas, fuel gallons stored and salt tonnage stored.

4. Tabulate existing square footage by room and function groups. Develop diagram plan of existing Garage and note square footage and current vehicle parking arrangements. Similarly, show current Yard parking and storage usage.
5. Observe the flow of operations, traffic, material, deliveries, fueling, staging and personnel. Document the sequence of Yard events throughout the day. Recommend the best relationship the rooms should have to each other along with grouping into compatible zones. Also identify Yard function flow and relationships.
6. Create bubble diagrams that diagrammatically document the flow of operations their adjacency requirements.
7. Assess the future growth of the Public Works Department's activities along with fleet, shop, storage and staffing changes. A percent increase in growth over the next twenty years is to be developed.
8. Develop an Optimal Room Tabulation Program that identifies the needed space and configuration for each room. Compare recommended square feet against existing square feet and identify percent increases.
9. Create an Optimal floor plan that captures the sizing, relationships and operational flow required for the Garage.
10. Conduct a 50% Workshop presenting field data taken into date and present initial analysis. Gather feedback and input from key users and update program.
11. Update and finalize the Optimal room program, floor plan. Create an optimal Yard layout with the Main Building integrated into the design. Recommend minimal acreage and site development features.
12. Document the Facility Programming report into an 8 ½ x 11 booklet and provide an electronic file copy.

As an additional Task, Barrientos Design will explore combining other City functions into this facility. These may include other Departments as well as Yard functions that are currently not housed at the McGeogh Avenue site. In addition, the synergy and space sharing that multiple Departments could have at one new facility will be identified.

TASK 2 – SITE SELECTION ANALYSIS & RECOMMENDATION

1. Based on the Facility Program and Optimal building and site plans, establish a site selection criteria list based on facility needs of the Garage facility along with other site and City development factors.
2. Weight the importance of each selection criteria and format a table for candidate sites. The selection criteria will establish design, development, operational, traffic, engineering, economic development and conformance with local planning ordinance criteria.
3. In conjunction with City staff, identify up to twelve parcels or combination of parcels that will likely meet the Garage's Building and Yard needs.
4. Intake parcel plans, property data, zoning classifications, existing building footprints and general site development features. Create site base plans indicating each site's property lines, general topography, existing structures, roadway layout, existing drainage areas, zoning and land use designation, above ground utility structures

5. Create a City-wide map locating each of the candidate parcels. Note travel distances to the City center and other key City service locations. Recommend optimal City location for the complex.
6. Provide a short narrative on each candidate site noted their key development features and fit with the top ranked criteria.
7. Review ranking of candidate sites with City staff and select up to five sites for a preliminary site assessment and test-fit plan effort.
8. For each of the selected sites create a site arrangement plan and identify the optimal areas for positioning the buildings, yard structures, paved areas and curbcuts. These will be conceptual site plans showing building footprints, paved areas, site structures, driveways and potential detention areas.
9. Create a new Building and Yard arrangement plan at the existing McGeogh Avenue site overlaying the Optimal Building layout onto the site and demonstrate how the site does or doesn't meet the design criteria.
10. Identify benefits and shortfalls of each site including: number of trucks parked in the Main Shop, number parked elsewhere, square footage obtained versus Optimal Program size, traffic flow and circulation allowances, and area for the Yard functions.
11. Review the site and building plans with City staff as to how they meet their operational needs and update the arrangement plans. Identify functions that may not fit into the schemes and what areas would be left out of the each development site.
12. Review municipal engineering aspects of likely roadway and utility improvements along with traffic management issues that may arise from this site housing the Garage.
13. Develop cost estimates for the development of each candidate parcels.
14. Quantify each candidate site's ranking in a Site Selection Decision Matrix and numerically tally their features.
15. Meet with City staff for updates and progress reports, up to three meetings
16. Present findings to the City in a report format along with one technical presentation.

TASK 3 – TIME MANAGEMENT ANALYSIS

1. Identify Public Works functions that affect manpower time, health and safety, equipment maintenance, inventory control, staff supervision, and security will be identified.
2. Develop a narrative on how these operational factors affect the Department's efficiency and affect operational budgets.
3. Assess how the existing Building and Yard at McGeogh Avenue impacts these operational items.
4. Assess how the Optimal Building and Site Plans impact these operational efficiency items.
5. In tabular form, compare the existing McGeogh Avenue facility efficiency against that the proposed Optimal facility for the items listed above.
6. Tabulate the cost differential per year for operating at the current facility versus a proposed new Garage.

SCHEDULE



Barrientos Design will undertake the scope of work over a four month's period of work. We will provide a 90% draft report at the three-month mark and in the last month, conduct final presentations, intake comments and produce the final report.

COMPENSATION

Barrientos Design will provide the above scope of work for a lump-sum fee by Task as follows:

TASK 1 - FACILITY PROGRAMMING:	\$17,320
TASK 2 – SITE SELECTION ANALYSIS & RECOMMENDATION:	\$25,394
TASK 3 – TIME MANAGEMENT ANALYSIS:	\$6,892
Total of all Tasks:	\$49,606

Reimbursables will include printing and government application fees.

We look forward to advancing this essential project through the programming and site selection along with providing our extensive expertise in this area.

Sincerely,

BARRIENTOS DESIGN & CONSULTING, INC.

A handwritten signature in black ink that reads 'Norman Barrientos'. The signature is written in a cursive, flowing style and is positioned above a thin horizontal line.

Norman Barrientos, AIA, LEED AP
President