

March 18, 2019

Hollie Trenary  
Marion Public Library  
1095 Sixth Avenue  
Marion, IA 52302

Dear Ms. Trenary,

Thank you for your interest in SVS for your mobile outreach vehicle consulting needs. I am pleased to provide the following proposal based on our conversation last week. This document in its completeness details a package of services to professionally develop, procure, manage and inspect your new vehicle project, but has been broken into logical sections for ease of customization as needed to best fit your unique needs.

Please feel free to contact me directly anytime at 262.679.9096 or [mwendrowski@vehiclesuccess.com](mailto:mwendrowski@vehiclesuccess.com) with any question or comment and thank you again for considering SVS as a partner during your outreach vehicle projects.

I sincerely look forward to the opportunity to serve you and your team.

Sincerely,



**Michael Swendrowski**

*President - Specialty Vehicle Services, LLC.*

*Chairman - American Library Association, Subcommittee on Bookmobiles (past)*

*Board Member - Association of Outreach & Bookmobile Services*

*Board Member - Mobile Health Clinics Network*

*Co-author - One the Road with Outreach (Libraries Unlimited, 2009)*

Proposal for Consultant Services

For

**Marion Public Library**

Project

**Mobile Library Vehicle**

Proposed by:

**Specialty Vehicle Services, LLC.**

W196 S8406 Plum Creek Blvd.

Muskego, WI 53150

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## Organization, Credentials and Experience

Specialty Vehicle Services, LLC. ("SVS") is an independent team of qualified experts in the field of Specialty Vehicle consultation, design and management. The project leader for this project will be Michael Swendrowski, former Chairman of the American Library Association's ("ALA") Subcommittee on Bookmobiles, long-standing Board member of the Association of Bookmobile and Outreach Services ("ABOS"), and a 30-year+ veteran of the specialty vehicle industry with special focus on library outreach vehicles and other technologically advanced vehicles.

Michael has performed various duties and job assignments within the United States and throughout the world. He has worked for multiple Specialty Vehicle manufacturing companies holding positions of production worker, electrical department supervisor, engineering manager, sales manager, and director of operations, and now founder and president of Specialty Vehicle Services. His last position, as director of operations, was with the largest outreach vehicle manufacturer in the country, rendering him exceptionally qualified for this type of project.

Michael's experience within the Specialty Vehicle industry has also included the development and manufacture of many projects. Some of the more notable projects include super-compact mobile mammography units, unique and successful mobile marketing units, rapid-deployment mobile emergency cellular repeater sites for China's telecom ministry, touch-screen controlled surveillance platforms for the US government, military communication units, international airport mobile command posts, and satellite uplink/downlink connected public information units.

Many of the other hundreds of vehicles Michael was involved with included: bloodmobiles, NASCAR racing trailers, mobile DUI units, tactical response vehicles, medical and dentistry clinics, mobile education units, and many others.

On top of the real-world education Michael received during his lengthy career, Michael has continued his formal education to include business management and electronics design aspects. During his manufacturing career, Michael gained extensive working knowledge of mobile electrical systems, metal fabrication, woodworking, upholstery, painting, and equipment sourcing. This well-rounded education and experience were all integrated to allow the formation of SVS.

Today, SVS is the foremost leader in the field of specialized vehicle consultation, design, management and inspection, and Michael is a well-recognized, respected and proven consultant to bookmobile and outreach communities worldwide.

## Firm Information

SVS is a professional firm established in 2002 and headquartered in Muskego, WI. Additional associates are located throughout North America and enlisted as needed as sub-contractors. The business is structured as a Limited Liability Corporation and defined by Wisconsin statutes as a small business.

## Understanding of the Project

We at SVS aim to assist the Marion Public Library ("Library") in the development of a contemporary mobile library vehicle to provide information-based benefits to underserved populations within its area. The Library is interested in professional assistance to supplement the knowledge base of the team during this initiative, and SVS can provide its expertise and capabilities within this field to guide this unique project forward from its current stage.

SVS shall provide the information, services, and recommendations required for the Library to make informed decisions about the course of this very important project.

The initial objective under the scope of this proposal is to assist with the development of the Library's "desirables" list and consultation with pertinent personnel. SVS will then provide professional recommendations based on the findings prior to development of professional specifications and interior layout design. Afterwards, SVS will assist with procurement and contract negotiations with the selected vendor(s), conduct vendor relations on behalf of the Library and generally manage the entire construction aspect of the project, including inspection of the vehicle for contractual, regulatory and craftsmanship compliance. The multiple phases and deliverables of this project shall be completed in an expeditious manner.

### SPECIFIC OBJECTIVES

1. Develop "desirables" list in conjunction with the Library and consult as required with relevant personnel to develop accurate goals for project. Provide Recommendations Report based on findings.
2. Prepare preliminary AutoCAD floor plan for vehicle layout to include with Request For Proposal (RFP) package, including up to two (2) revisions.
3. Develop comprehensive project specifications for the selected vehicle, vehicle options, and aftermarket modifications. This aspect shall include identification of necessary fixtures and equipment for the vehicle and include up to two (2) revisions.
4. Prepare an independent cost estimate for the developed vehicles based on current market conditions.
5. Prepare and provide a recommended prospective vendor list for RFP issue.
6. Analyze RFP responses in conjunction with the library. Provide analysis summary and recommendation report based on outcome.

7. Provide primary vendor relations and general project management services on behalf of Library during pre-construction engineering refinement and project construction.
8. Coordinate and conduct a 1 day on-site "post-construction/pre-delivery" inspection and testing at selected vendor's facility. Inspections shall ensure contract, regulatory and quality compliance. Functional/operational testing of the finished vehicle shall also be completed.

## Implementation

**Phase 1 - Development:** Includes consultation and report, specifications, AutoCAD floor plan, independent cost estimate, and suggested list of qualified vendors.  
*(Timeline: 2 – 8 weeks from engagement)*

Deliverables:

- Analysis Recommendation Report *(Word and/or PDF document)*
- Specifications *(Word and/or PDF document)*
- AutoCAD Floor Plan *(AutoCAD and/or PDF document)*
- Cost Estimate *(Excel and/or PDF document)*
- Recommended Vendor List *(Word and/or PDF document)*

**Phase 2 - Procurement:** Includes RFP issue and response analysis with recommendation report.  
*(Timeline: 1 week from receipt of RFP responses)*

Deliverables:

- Award Recommendation Report *(Word and/or PDF document)*

**Phase 3 - Construction:** Includes vendor interaction/guidance, vendor field inspections/meeting (as contracted), completed project analysis/inspection and maintenance schedule.  
*(Timeline: 9 - 15 months from award, dependent on vendor conditions)*

Deliverables:

- Project Inspection Report *(Word and/or PDF document)*

### Fees

Costs shall not exceed this proposal without express written consent from the client.

<u>Accept</u>	<u>Description</u>	<u>Fee</u>
<input type="checkbox"/>	<b>Phase 1: Development</b> – as detailed herein	\$5,200
<input type="checkbox"/>	<b>Phase 2: Procurement</b> – as detailed herein	\$2,600
<input type="checkbox"/>	<b>Phase 3: Construction &amp; Inspection</b> – as detailed herein.	\$7,400
	<b>Subtotal (if all selected):</b>	\$15,200

- Optional:** additional on-site client meetings in Marion, IA (including all travel costs) - \$1,900/each
- Optional:** additional on-site vendor meetings/inspections (including all travel costs) - \$3,400/each
- Optional:** 3-dimensional renderings of conceptual vehicle - \$3,200/set

### Terms and Conditions

- Payment terms are 50% down, 25% progress, balance due upon completion.
- Quotation prices are listed in US Dollars and do not include any applicable sales or business taxes/fees.
- Client authorized changes to scope of work within this proposal may affect cost.

### Acceptance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title