

**PONCA CITY
POLICE DEPARTMENT**

PUBLIC SAFETY FACILITY

**REQUEST FOR
QUALIFICATIONS**

SECTION 1. NOTICE OF REQUEST FOR QUALIFICATIONS.

The City of Ponca City, Oklahoma is requesting Statements of Qualifications from professional, qualified firms or individuals experienced in the design and construction of public safety facilities. Responses to this Request for Qualifications (RFQ) are sought from professional, qualified firms or individuals who are capable of conducting a spatial and feasibility study and preparing a preliminary design for the construction of a new public safety facility.

A complete response to this RFQ must include ten (10) copies of a bound written report containing both a digital PDF format and Microsoft Word format version of the Statement of Qualifications.

Statements of Qualification will be received until 3:00 P.M. on December 6th, 2016 at the Ponca City, City Clerk's Office located at 516 E. Grand Avenue, Ponca City, Oklahoma 74601. Email and faxed responses are not acceptable and will be returned to the sender without review. The submittal deadline is absolute. Late submittals will not be considered. Statements of Qualification received after the due date and time will not be accepted or considered and will be returned to the sender without review. Prospective firms and individuals must select a method of delivery that ensures the Statement of Qualifications will be delivered to the correct location by the due date and time.

Questions regarding this RFQ may be directed to:

Don Bohon, Chief of Police, (580)767-0375, bohondm@poncacityok.gov

If this RFQ was not sent directly to you and you have downloaded it from the City website, you must notify Chief Bohon so you will be included in any subsequent communications about the RFQ.

Interested firms or individuals are required to certify non-discrimination in employment practices and identify any potential or perceived conflict of interest (personal and/or property interest in the subject scope of work). Pre-qualification is not required. All interested firms and individuals responding to this RFQ are required to comply with all applicable provisions of federal, state, and local law.

The City reserves the right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm or individual who has submitted fully responsive Statement of Qualifications and which/who is determined by the City to be a professional, qualified firm or individual to be in the best interest of the City, or (4) take whatever action or make whatever decision it determines to be appropriate. The City of

Ponca City assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals. The firm or individual selected by the City shall furnish proof of insurance prior to award in the form of an insurance certificate to the City Clerk.

The City of Ponca City reserves the right to conduct discussion with and require presentations by firms deemed to be the most qualified to outline their approach to the project and their ability to furnish the required services.

Interpretation or corrections of this RFQ (if any) will be made only by written addendum, which will be mailed, e-mailed, or delivered to each offeror.

SECTION 2. BACKGROUND AND SCOPE

The City of Ponca City has a population of 25,000 people, is the largest city in Kay County. It has a long heritage as the financial and industrial center of the County and the region. The City of Ponca City is planning to construct a new Police Department and Court Facility. The exact timetable for construction is yet to be determined, although it is anticipated to begin in the next 2-4 years. The new facility will house the entire Police Department operation (Police, Jail, and Communications Center/911), Court Clerk's Office, and a Courtroom. The Ponca City Police Department and Municipal Court, located at 200 E. Oklahoma Avenue in downtown Ponca City, is operating in a 26,620 square foot building constructed in 1975. The Ponca City Police Department and Municipal Court is currently staffed by 79 Police and Court employees (55 sworn Police employees, 20 civilian Police employees, and 4 civilian Court Employees). The building is in need of repair and updating and is inadequate to meet the current needs of the Police Department and the Courts.

The purpose of this RFQ is to obtain Statements of Qualifications from firms or individuals who are qualified and capable of evaluating the current and the future spatial and facility needs of the Ponca City Police Department and Courts that can be incorporated into the design and the construction of a new Public Safety Facility on property to be determined. Ultimately, the City seeks an assessment of the current and the future spatial and facility needs of the Ponca City Police Department and Courts, as well as a preliminary design proposal that would ensure the immediate viability of a new Public Safety Facility. It is expected that the firm or individual's efforts would include analysis of a comprehensive "Ponca City Police and Court Facility Needs Study" done in 2005.

The firm or individual selected by the City would, at a minimum, be expected to complete the following tasks:

Task 1: Space Needs Assessment

Description:

The spatial needs assessment is an essential part of a comprehensive planning approach to provide design guidance for a new facility. The space needs consultant will prepare questionnaires, interview staff and prepare a draft and final space needs document. The space needs assessment will quantify space needs for today, and in the future.

Deliverables:

The space needs study is to include:

1. An Executive Summary
 2. A review of existing spaces
 3. A list of applicable codes, accreditation standards, and regulations
 4. Square foot site needs for the building footprint, setbacks, landscape and other site requirements for milestones prescribed.
 5. Square foot building needs for the building and its internal spaces for milestones prescribed
 6. Graphic representation of space standards used
 7. Building adjacency diagrams
 6. Designer guidelines for security and special systems
- B. Site Feasibility After determination of the size of the site needed, the City of Ponca City will research available sites which meet the approved criteria. The Consultant will then review and rank appropriate sites for suitability and provide a written recommendation to the City of Ponca City.

C. Budget Development

With the size of the facility and site determined, the Consultant will develop a Project Budget to implement the work. The Project Budget is to include:

1. Hard Costs:

The space needs consultant will prepare an estimate of hard construction (building and site) costs on a square foot basis escalated to the anticipated midpoint of construction.

2. Soft Costs:

A soft cost allowance will be prepared jointly by the space needs consultant and the City of Ponca City.

The soft cost allowance will include, but is not limited to, the following:

- Allowances for furniture, fixtures and equipment,
- Estimates of professional fees (A/E, Construction Management etc.),
- Testing services prior to construction (including: soils, EIR, haz mat)
- Testing services during construction (including: asphalt, concrete, welds etc.).
- Allowances for telephone, data and public address systems
- Allowances for utility and connection fees
- Permitting and plan review fees
- Design contingency
- Construction contingency
- Moving costs
- Real estate fees
- Site acquisition costs
- Legal or bond counsel

And other costs that to be attributed to the project.

Task 2: Program Development

Description:

Prepare a comprehensive and complete program addressing the emergency services functions performed by the Department including, but not limited to, public access, public meeting space, communications, administrative offices, interview areas, booking and secure holding facilities, evidence lockers and storage, equipment lockers/storage areas, court offices, and court room(s).

Deliverables:

Program list with function and square footage, including a proposed floor plan and elevations.

Task 3: Site Evaluation

Description:

Provide a preliminary assessment and evaluation of proposed site conditions. This will require consultation with City staff and maximum utilization of available engineering and other data related to the site prior to proceeding with the assessment. The firm or individual will be expected to perform the site analysis to include hazardous materials investigation and archaeological investigation, a wetlands verification survey, sub-surface soil conditions, storm water drainage management, location of utilities (sewer, water, etc.), and evaluation of vehicular access and flow. The site analysis should also include an assessment of the accessibility to and from the site for emergency responses and the projected response times from the proposed site to the other areas of the city.

Deliverables:

Report evaluating the adequacy of the **LOCATION** site as a public safety facility. If the determination is that the proposed **LOCATION** site is inadequate to meet the current and the future needs of the Ponca City Police Department and Courts, or otherwise presents challenges to the efficient and effective functioning of the Department, the firm or individual should propose alternative potential sites for a Public Safety Facility.

Task 4: Pre-Schematic Design Plan

Description:

Develop preliminary design drawings and architectural renderings focusing on building plans fitted to the proposed **LOCATION**, furnishing plans, exterior elevations, and preliminary building systems. Development of this task should include interaction with the various involved City departments and staff members. A minimum of three schematic design sessions reflecting incorporation of changes recommended by the City departments and staff should be planned.

Deliverables:

Prepare a final schematic design plan for the Public Safety Facility. Develop communication tools including plans, models, color renderings, and sketches to use at public forums and presentations at City Council meetings and Planning Commission meetings. Consultant may need to attend public meetings of the City Council and the Planning Commission. Consultant should plan on attending four (4) public meetings and be prepared to give presentations and/or respond to questions.

SECTION 3. MINIMUM QUALIFICATIONS AND CRITERIA FOR EVALUATION

The firm or individual ultimately selected is expected to hold the following minimum qualifications and will be evaluated on the following criteria:

- a. Demonstrated knowledge and recent experience designing and completing successful police station/public safety facility projects within the scope, schedule, and budget.
- b. Demonstrated ability to accurately assess current and future needs.
- c. Creativity in developing unique design solutions in law enforcement projects.
- d. Ability to bring a complete, competent team addressing all necessary disciplines.
- e. Proven commitment to and track-record of completing sustainable development.
- f. Quality of the information presented in the Statement of Qualifications and completeness, relevance, and organization of the information and materials presented.
- g. Qualifications of design team members to lead the project effort. This must include identification of the actual team members who will be assigned to this project, not just available staff or consultants.
- h. Response of references.

A selection committee will review the Statements of Qualifications submitted in response to this RFQ and may request interviews with some firms or individuals. The selection committee will rank the top firms and individuals based on Statements of Qualifications and interviews (if conducted).

SECTION 4. STATEMENT OF QUALIFICATIONS: RESPONSE FORMAT

A Statement of Interest and Qualifications is herein solicited and should include the following information in the following order and format describing the prospective consultant's availability, interests, qualifications, and current relevant experience. The response to this RFQ will identify a qualified team that has substantial experience in preparing the requested deliverables.

- a. Consulting firm or individual's information:
 1. Cover letter indicating the RFQ due date and title, the firm or individual's name, address, telephone number, fax number, and email contact address(es);
 2. Firm or individual profile;
 3. Identify the team members and provide resumés of the team members and identify the agents and subcontractors (if any) that the firm or

- individual anticipates assigning in conjunction with this project. Include a discussion of the expertise of the individuals who will be assigned to the project team, along with a description of their individual roles;
4. Describe why the firm or individual is the best qualified to perform the scope of services in a timely and responsive manner;
 5. A detailed list of the tasks to be performed, to include a proposed schedule for performance, and an analysis of each task to include the personnel assigned and the proposed methodology for completing the task;
 6. A schedule showing the various tasks, the time to complete each task, and a total time frame proposed to complete the project;
 7. Describe those conditions, constraints or problems that are unique to the proposed scope of services that may adversely affect either the cost of the project or the efficient progress and completion of the project;
 8. Provide at least three (3) public entity references (with contact name, address, and telephone number) for which the firm and proposed key personnel have performed (or are performing) that represents work of a similar type, scope, and complexity in the last 10 years.
 9. Identify whether the proposed project architect and other consultants are licensed to practice within the State of Oklahoma; and
 10. Identify any legal proceedings, arbitrations, complaints or court actions files by any person against the firm or individual within the last three (3) years for any project in which the firm or the individual participated.
- b. Conflict of Interest: Provide a statement that discloses any past, on-going, or potential conflicts of interest that the firm or individual may have as a result of performing work in response to this RFQ.
 - c. Non-Collusion Declaration: Complete the attached Non-Collusion Declaration and submit it with the Statement of Qualifications.

SECTION 5. RECORDS AND FINANCIAL DATA

All correspondence with the City, including responses to this RFQ, will become the exclusive property of the City upon receipt and will become public records under the Oklahoma Public Records Laws. Financial data, rates for services, and cost sheets are not considered confidential or proprietary. All documents submitted in response to this RFQ will be subject to disclosure if requested by a member of the public. There are a very limited number of exceptions to this disclosure requirement. During this selection process, until a firm or an individual is selected, the City will not disclose proposals (or any parts thereof), except as required under applicable law. This means that, depending on the nature or timing of the request, or future court decisions, that information may not remain private or confidential and may be publically disclosed.

SECTION 6. GENERAL PROVISIONS

Each prospective firm or individual submitting a Statement of Qualifications in response to this RFQ agrees that the preparation of all materials for submittal to the City and all presentations are at the firm or individual's sole cost and expense, and the City will not, under any circumstance, be responsible for any costs or expenses incurred by a prospective firm or individual. In addition, each prospective firm understands and agrees that all documentation and materials submitted with a Statement of Qualifications will remain the property of the City and may become a public record; the City will assume ownership of all documents and deliverables submitted by prospective firms and individuals.

Release of this RFQ does not commit the City to the selection of a firm or an individual and does not commit the City to enter into any agreement with a firm or an individual identified by the City through this process and the most qualified to provide the services described in this RFQ. Prospective firms and individuals are responsible for making necessary investigations and examination of records. Failure to do so will not act to relieve any condition of a potential professional services agreement or the requirements set out in this RFQ. It is mutually understood and agreed that the submission of a Statement of Qualifications shall be considered evidence that the prospective firm has made such examinations and investigations. No request for modification of a Statement of Qualifications shall be considered after its submission on the grounds that the prospective firm or individual was not fully informed as to any fact or condition. A prospective firm or individual may withdraw their proposal at any time prior to the date and the time which is set forth herein as the deadline or submittal of Statements of Qualifications.

The City reserves the right to request additional information at any time from any and all prospective firms or individuals as deemed necessary by the City to evaluate the proposals. This process may not be used, however, as an opportunity to submit missing documentation or to make substantive revisions to the original Statement of Qualifications.

If a prospective firm or individual has a question or requests clarification pertaining to this RFQ, such question or request for clarification must be put in writing and submitted to the individual identified below. The City will provide all prospective firms or individuals who have provided their contact information with a list of all questions and requests for clarification, as well as the answers to the questions and responses to the requests for clarification.

All Statements of Qualifications will remain in effect and legally binding for at least one hundred twenty (120) days from the date of submission.

This Request for Qualifications shall be governed in accordance with the laws of the State of Oklahoma and the jurisdiction of any disputes hereunder shall be had in Kay County or in the appropriate federal court with jurisdiction over the matter.

Unless otherwise directed, all communications regarding this RFQ, including all questions, should be submitted in writing to Chief of Police, Don Bohon at bohondm@poncacityok.gov or 200 E. Oklahoma Avenue, Ponca City Ok. 74604

SECTION 7. TENTATIVE SCHEDULE

The following is the City's tentative schedule for selection of a consultant:

November 1 st , 2016	RFQ Release Date
November 22 nd , 2016	Deadline for Submittal of Questions or Requests for Clarification
December 6 th , 2016	RFQ Response Submittals Due to City
December 12-16, 2016	City Staff Review
January 4-6, 2017	Interviews (as necessary)
January 23 rd , 2017	Anticipated Award of Professional Services Agreement

Attachment: Non-Collusion Declaration

NON-COLLUSION AFFIDAVIT

STATE OF

COUNTY OF _____

BEING FIRST DULY SWORN, DEPOSES AND SAYS;

That I am _____ of _____, the proposer that has submitted the attached proposal; that such proposal or bid is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or city official or other person, to put in a sham proposal or to refrain from proposing, or to fix prices, and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price, or of that any other proposer, or to secure any advantage against the City or any person interested in the proposal; and that all statements in said proposal are true.

(Signature of Proposer)

(Partner's Signature)

Subscribed and sworn to before me this _____ day of _____, 2016.

(Notary Public)

My Commission expires the _____ day of _____, 20____.

(Seal)