

REQUEST FOR PROPOSAL

Comprehensive Police Station Replacement Needs Assessment



JANUARY 2019

Issued By: City of St. Helens Oregon
PO BOX 278
265 Strand Street
St. Helens, OR 97051
Matt Brown, Finance Director mattb@ci.st-helens.or.us

Issue Date: January 2, 2019

Submission Due: February 8, 2019

Questions: Questions can be sent to Matt Brown, at mattb@ci.st-helens.or.us

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Introduction	3
Special Instructions	3
Background	6
Study Objectives	7
Services to be provided by Consultant	7
Services/Information to be provided by the City of St. Helens	9
Proposal Content and Format	9
Proposal Evaluation Procedures	11

1. INTRODUCTION

The City of St. Helens is requesting proposals for a comprehensive needs assessment for the replacement of the current police station. The goal of this assessment is to determine the benefits and limitations of the current facility and determine what features and needed for the police department to properly serve the community. Ultimately, potential sites and preliminary building plans will be recommended which will be cost-based and meet the objectives of the City.

The selected consultant will coordinate this assessment project with the City's internal and potentially external advisors. Services for the Police Statement Replacement Needs Assessment will be funded by General Fund dollars.

2. SPECIAL INSTRUCTIONS

A. Proposed Timelines

January 2, 2019	Approval of RFP from City Council
January 3, 2019	RFP is advertised and placed on City website
January 18, 2019	Deadline for Questions
	Answers to Questions is issued as RFP addendum
February 8, 2019	Deadline for submission of proposals 3:00 PM
Week of Feb 11 th	Interviews (if necessary)
Week of Feb 18 th	Negotiation of Contract (if necessary)
March 6, 2019	Award of Contract by City Council Approval

B. General

By submitting a proposal, the Proposer certifies that the Proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The City will be the sole judge in determining award of an Agreement and reserves the right to reject all Proposals. The City reserves the right to change, cancel, or reissue this RFP at any time. RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal nor does it obligate the City to accept or contract for any expressed or implied services. The successful respondent must comply with local, state, and federal requirements regarding equal opportunity and employment practices. It is the responsibility of respondents to be aware of these requirements. The successful respondent must complete this request for proposal requirements in full to be considered, be qualified to conduct business in the City and State of Oregon, and be in good standing with Secretary of State.

C. Proposal Submittal

The Proposal and all amendments must be signed and submitted no later than 3:00 PM local time, February 8, 2019 to the address below. Proposer must include five (5) physical printed copies of their submittal. To assure that your proposal receives priority treatment, please mark as follows:

Comprehensive Police Station Replacements Needs Assessment
City of St. Helens Oregon
Attn: Matt Brown, Finance Director
PO BOX 278
265 Strand Street
St. Helens, Oregon 97051

Proposer shall put their name and address on the outside of the envelope. It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. The City shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modification, or late withdrawals shall not be considered accepted after the stated submission date and time. Facsimile and electronic (email) proposals will not be accepted.

D. Protest of Scope of Work or Terms

A Proposer who believes any details in the scope of work or terms detailed in the proposal packet and sample contract are unnecessarily restrictive or limit competition may submit a protest in writing, to Matt Brown, Finance Director. Any such protest shall include the reasons for the protest and shall detail any proposed changes to the scope of work or terms. The Finance Director shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarification via addenda to all interested Proposers.

To be considered, protests must be received at least five (5) days before the proposal closing date. The City shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established award of contract. All protests should be directed to the attention of the Finance Director, and be marked as follows:

Comprehensive Police Station Replacements Needs Assessment
City of St. Helens Oregon
Attn: Matt Brown, Finance Director
PO BOX 278
265 Strand Street
St. Helens, Oregon 97051

If a protest is received in accordance with the section above, the proposal award date may be extended if necessary to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

E. Proposal Submission and Signing

All requested items must be submitted with the Proposal and in the required format. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

F. Cost of Preparing a Proposal

The RFP does not commit the City to paying any costs incurred by Proposer in the submission or presentation of a proposal or in making the necessary studies for the preparation thereof.

G. Interpretations and Addenda

All questions regarding this project proposal shall be directed to Matt Brown, Finance Director. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an “Addendum” to all prospective Proposers within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, the City, at its discretion, can extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the “Acknowledgement of Addenda” with proposal (Appendix B). Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

H. City’s Project Manager

The City’s Project Manager for this work will be Matt Brown, Finance Director, who can be reached by email at mattb@ci.st-helens.or.us.

I. Proposal Validity Period

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Award Date.

J. Form of Contract

The City expects the selected proposer to negotiate and execute a contract identifying the terms and conditions of the agreement to perform the scope of work and method(s) of payment for services and any deliverables.

The contract will incorporate the terms and conditions from the RFP document and the successful proposer’s response documents. Unsuccessful negotiation to develop a mutually agreeable contract will result in the City proceeding as specified in Section 9E below.

K. Non-Collusion

Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

L. Public Record

All bid material submitted by bidder shall become the property of the City and is public record unless otherwise specified. A bid that contains any information that is considered trade secret under ORS 192.501(2) should be segregated and clearly identified as such. This information will be kept confidential and shall not be disclosed except in accordance

with the Oregon Public Records Law, ORS 192. The above restrictions may not include any subsequent cost or price information, which must be open to the public.

3. BACKGROUND

A. The City of St. Helens

St. Helens is the county seat of Columbia County, Oregon. Founded back in 1845 as “Plymouth”, but changed in 1850 to St. Helens for its view of Mount St. Helens, roughly 39 miles away in Washington. The City is about 28 miles northwest of Portland Oregon. The City has a growing population of about 13,500 and is about a 70% commuter town for people who work in Portland and surrounding larger cities like Beaverton and Hillsboro.

B. The Police Station

The St. Helens Police Department building consists of about 2,200 square feet of office space and originally had a small, wood frame, detached garage. The building was originally designed in 1971 and built during the early 70’s. In the late 80’s our small garage was torn down and the current garage was built and attached to the existing building. The garage was designed and built (about 1988) with the understanding that we were rapidly outgrowing our building and so a second story addition was planned for the new garage. The addition was intended to contain about 5,100 square feet, for a planned total of about 7,300 square feet of office space.

In the early 90s, Chief Roger Roth undertook a project to add the second floor, as planned, to the police garage. In 1996 Chief Roth’s project resulted in the selection of an architect and generated preliminary costs estimates of around \$300,000.00. The project faltered and was never followed up on further.

In 2000, Chief Mike Cocklin took on the project of our shrinking workspace and hired another architect. This project resulted in a study that determined the Police Department should have about 13,300 square feet of office space, based on the department size and anticipated growth. That project resulted in a recommendation from the architect to build a new office building adjacent to the existing building and to abandon the project to add a second story on the garage. The cost estimate for the 2000 project (new building) was around 3 million dollars, so the project was not pursued.

In 2006 a preliminary review of the building and garage was conducted by the City’s building official. The resulting opinion was that the building and garage were seismically sound and that the garage would accept a second story.

During the 2007-2008 budget year an architect and an engineering firm were hired by the City to review the building and garage for structural integrity and to determine a recommendation as to the proper course to follow to increase the workspace for the Police Department. At the conclusion of the project, the architects recommended and the

City Council adopted a plan to remodel the existing 2,200 square feet and add an additional 5,340 square feet to the work space area by adding a ground-level addition on the south side of the existing building. This addition would be located on property already owned by the City. The estimated cost of the project was slightly more than \$2,000,000. The timing of the recommendation coincided with the beginning of the current economic downturn so no further activity was undertaken at that time.

4. STUDY OBJECTIVES

The City of St. Helens wishes to undergo a comprehensive assessment of the current police department and an evaluation of possible sites for a new facility that is fair, objective, and transparent and will:

1. Analyze the current site and facility limitations;
2. Evaluate future growth of the city and resultantly the desired growth for the police force;
3. Review up to (4) pre-determined sites on properties that are currently and not currently owned by the City for a new facility;
4. Provide preliminary concept designs for each proposed site;
5. Provide a matrix evaluation of the four (4) proposed sites with relevant evaluation points to determine the most efficient and beneficial choice for the new facility.

The study components below are required to achieve the study outcomes. Proposers are invited to use any alternative approaches they believe will meet the desire project outcome.

5. SERVICES TO BE PROVIDED BY CONSULTANT

The selected proposer shall work with the City to complete an analysis that shall include but not be limited to:

1. Introduction
 - a. Introduction of project, team, and team's relevant experiences pertaining to the analysis.
 - b. Executive summary of the analysis with outlined pertinent steps
2. Background
 - a. Background discussion of the City of St. Helens Police Department and how it currently services the City of St. Helens
 - b. Evaluate future growth of the City and resultantly the desired growth for the police force.
3. Existing Facility Assessment and Standards
 - a. Full evaluations of current facility and department, include all perceived deficiencies

- b. Evaluation of the current operations of the department
- c. Provide precedential current standards for police department facilities and programs
- d. Identification of facility needs for current and future operations of the department.
- 4. Potential Sites Evaluations
 - a. Selection of up to four (4) proposed site locations with availability ranking, these will be made up of properties that may or may not be owned already by the City of St. Helens
 - b. Preliminary site plans, adjacency diagrams and block diagrams for up to four sites
 - c. Preliminary facility plans and elevations for each proposed site
 - d. Preliminary site, facility, equipment, acquisition, department relocation and furnishing costs for each site
 - e. Projected dates of occupancy for each site
 - f. Evaluation of public access and acreage available for department needs and future expansion for each site.
- 5. Recommendations
 - a. Cost comparisons and recommendations
 - b. Conceptual designs for recommended site showing buildings and parking areas as well as other anticipated site development elements.
- 6. Path towards construction
 - a. Identify a clear path towards financing and construction milestones and goals for the City to begin construction within the next year, or longer if necessary.

The new facility for the police department shall feature the “one facility concept,” such that all departmental functions shall be addressed at a single location. It is desired that the following needs be met for the new facility. Provide description of recommended facilities ability to provide the following:

- 1. Office and common work spaces
- 2. Personal records storage
- 3. Patrol division room, supervisory offices, files/storage/operations
- 4. Records availability and records archive
- 5. Information technology
- 6. Communications
- 7. Evidence Storage
- 8. Crime Analysis
- 9. Investigations
- 10. Evidence and crime scene processing
- 11. Interview rooms with closed circuit television
- 12. Multiple meeting rooms for training, conferences, major investigations/emergency operations, luncheons, community availability
- 13. Drug enforcement
- 14. Armory
- 15. Historical items/Photos display

16. Adequate storage space department wide
17. Locker rooms and showers
18. Janitor closets and storage
19. Public Parking
20. Secure parking for fleet and specialty vehicles
21. Secure employee parking
22. Building security
23. Emergency Power
24. Special teams preparations/storage area
25. Building and grounds expandability
26. ADA requirements
27. Antenna requirements
28. Secure public lobby

6. SERVICES/INFORMATION TO BE PROVIDED BY THE CITY

The services/information to be provided by the City of St. Helens will include, but are not necessarily limited to, furnishing all reasonable and available records and information including:

1. Financial reports
2. Transportation plan
3. Existing zoning ordinance
4. Existing subdivision regulations
5. Any additional information as requested and as available

7. PROPOSAL CONTENT AND FORMAT

A. FORMAT

To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

1. Title Page
Proposer should identify the RFP Title, name and title of the proposer's contact person, address, telephone, and email address
2. Transmittal Letter
The transmittal letter should be not more than two (2) pages long and should include as a minimum the following:
 - a. A brief statement of the Proposer's understanding of the project and services to be performed;
 - b. A positive commitment to perform the services within the time period specified, starting and completing the project within the deadlines

submitted; and the names of person authorized to represent the Proposer, their title, address, and telephone.

3. Table of Contents

The table of contents should include a clear and complete identification by section and page number of the materials submitted.

4. Firm and Project Team Qualifications

- a. Background of the firm. This should include a brief history of the firm and types of services the firm is qualified to perform.
- b. Qualifications of the firm in performing this type of work. This should include examples of related experience and references for similar studies and projects.
- c. Proposers must identify the anticipated members of their firm that will be assigned to meet the work scope and timelines. Proposers should identify individuals and subcontractors who will provide the services, their experience, their individual qualifications, and their roles throughout the project. Pertinent resumes of assigned personnel should be included.
- d. Proposers are encouraged to provide details on the firm's and team member's experience with managing infrastructure financing models and projects.
- e. Firms should provide details on their firm's or any project team member's previous experience with the City
- f. References
- g. Provide references for projects similar to the work described in this packet that the firm has performed in the past 10 years. List contact name, address, phone number, and e-mail address for each reference and provide a brief description of the project. The City reserves the right to investigate the references and the past performance of any applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, and its completion of a project on schedule.

5. Project Understanding and Approach

Proposers should detail their understanding of the City's needs and the approach they will take to ensure successful completion of the project and why they feel the approach will provide the best outcome for the City. This project is time sensitive. At a minimum, project approach should include a general schedule of meetings, milestones, and deliverables and who from the proposed project team will address each step. The City encourages proposers to include details on their firm's experience on project management from a perspective of a prime consultant. Proposers should detail how their firms will address the scope challenges of the project that may delay segments of projects. Proposers should also detail how their firm will address quality control throughout the project.

6. Project Samples

Provide at least three (3) project samples comparable to the requested services performed by the firm within the last five (5) years. For the sample projects:

- a. Describe the sample project’s relevance to the City’s project, including descriptions of how any outstanding issues and project constraints were addressed and resolved, and how work on the previous project illustrates ability to deliver desired outcomes on this project.
- b. Include a brief description of project goals, infrastructure type, annual revenue received, duration and objectives; a list of key project staff and their roles; tasks performed by the firm to fulfill the project objectives; and whether the schedule and budget were met.
- c. Include 2 reference contacts for each project with valid contact information.

7. Cost Proposal

Proposers shall submit a cost proposal outlining hourly rates, estimated hours to complete the work and a “not to exceed” cost to complete this work.

B. ADDITIONAL SERVICES

Provide a brief description of any other services that your firm could provide the City. Such services would be contracted for on an “as needed” basis likely via an amendment to the contract so long as it is not drastically altering the scope of work.

C. ADDITIONAL INFORMATION

Please provide any other information you feel would help the Selection Committee evaluate your firm for this project.

8. PROPOSAL EVALUATION PROCEDURES

A. SELECTION COMMITTEE CRITERIA AND WEIGHT

A selection committee assembled by the City will review the written proposals. Proposals will be evaluated to determine which ones best meet the needs of the City. After meeting the mandatory requirements, the proposals will be evaluated on both their technical and fee aspects. The selection committee will select the Proposer which best meets the City’s needs based on upon its evaluation of a Proposer’s proposal. Proposals will be evaluated in accordance with the following:

CRITERIA	POINTS POSSIBLE
Consultant’s understanding of the City’s desires and general approach to the project as demonstrated in the project description and scope of work.	10 Points

Consultant's experience with projects of similar complexity and function.	10 Points
Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet schedules.	10 Points
Qualifications of the Consultant's staff being assigned to this project.	10 Points
Unique or special capability	10 Points
TOTAL POSSIBLE POINTS	50 Points

B. PRESENTATION/INTERVIEW

At the option of the City, the top two or three Proposers may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal. The project manager will schedule the time and location of these presentations (if necessary) and notify the selected firms. Should one or more firms be selected for oral interviews, an additional 10 points in scoring will be assigned to the interview process.

C. INVESTIGATIONS OF REFERECNES

The City reserves the right to investigate references and the past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.

D. CLARIFICATION OF PROPOSALS

The City reserves the right to obtain clarification of any point in regards to a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of their proposal.

E. PROPOSAL REJECTION

The City reserves the right to:

- a. Reject any or all proposals not in compliance with all public procedures and requirements;
- b. Reject any proposal not meeting the specifications set forth herein;
- c. Waive any or all irregularities in proposals submitted;
- d. Reject all proposals
- e. Award any or all parts of any proposal; and
- f. Request references and other data to determine responsiveness.