

CITY OF WAHPETON REQUEST FOR PROPOSAL ARCHITECTURAL/ENGINEERING SERVICES

March 17, 2014

OVERVIEW

1. Project Background and Description

The City of Wahpeton is soliciting Request for Proposals from qualified Architectural and Architectural/Engineering (A/E) firms for a New City Police Station. Two Options need to be reviewed. The first is to renovate Old City Hall. The second option is to tear down Old City Hall and build new on the site. Old City Hall is located at 120 4th Street North. The project will include renovation of the three story building for use as the City Police Station. The total interior space of the building is about 9,600 square feet. A new heated six stall garage is also planned to be built on the east side of the building and being connected to the existing building. The project will be allocated into three phases: Phase I: Preliminary Design. Phase II Detailed Plans and Specifications. Phase III: Construction Administration. The A/E costs shall be allocated each of the three phases.

RFP Submittal Terms: Contact Person:
Dennis Miranowski, Public Works Director
1900 4th Street North
Wahpeton, ND 58075
dennism@wahpeton.com

- **Proposals must be mailed or hand delivered to the City, at the address listed above, no later than 4:00 p.m., Monday, May 6, 2014.**
 - Proposals must be sealed. Label the outside of the response package envelope as: **RFP Response – Police Station Project.**
 - Proposals will be opened 4:00 p.m., May 6, 2014.
 - The architectural services will be split into three phases: Preliminary Design, Detailed Plans and Specifications, and Construction Administration. Costs shall be broken out for each of these three phases.
 - Questions about this RFP can be directed by email to Dennis Miranowski at the email listed above. All questions shall be emailed by April 14, 2014. A list of all the questions with responses will be emailed to all firms on April 17, 2014. No questions will be addressed after April 17, 2014.
 - A pre proposal conference will be held 10:00 a.m. April 9, 2014 at City Hall 1900 4th Street North, Wahpeton, ND.
 - The City will interview the firms with the top three proposals.
 - The City reserves the right to reject any and/or all proposals.
 - The City at it's sole discretion, reserves the right to award a contract with the successful proposer for Phase I only, or Phase I and Phase II or all Phases I, II and III .

2. Background Information

The City of Wahpeton Police Department has outgrown the 1,200 square foot space they are renting at the Richland County Law Enforcement Center. Two options have been discussed for relocation of the City of Wahpeton Police Department; renovate Old City Hall or demolish Old City Hall and build a new Police Station. Old City Hall was constructed in or around 1910. The building was used as a City Hall until 1999. It has sat empty since 1999. The structure is a three story, flat roofed, brick building with a basement. The estimated total square footage of the building is 9,600 square feet. A six stall garage would also be included as part of the project to house police vehicles.

If Old City Hall is renovated the six stall garage will be built on the east side of the building and connected to the existing building.

If Old City Hall is remodeled the plan would be to remodel the first floor for new office space. The second level would be remodeled to have two classrooms with the remaining area being open for future expansion.

The police station is planned to have the following office space in it, whether it be in remodeled Old City Hall or a new building:

1. Clerk of Court/Administrative Assistant Clerk Office (3-4 person office)
2. Chiefs Office, needs to have room for round table to be used for meetings
3. Investigator Office
4. Polices Officers Office, four work stations
5. Sergeants Office, four work stations
6. Two interview rooms with digital audio and video recorder capabilities.
7. Vault
8. Evidence Room with two way evidence lockers and capable storage.
9. Break Room
10. Meeting Room, with enough room to hold 25-30 people.
11. 2 classrooms, planned to be on upper level if Old City Hall is remodeled.
12. ICAC Community Policing Office
13. Locker Room
14. Restrooms
15. Storage Room for storing Police Department and Clerk of Court Files
16. Elevator
17. Six single stall garage or three stall wide drive through with space for nine squad cars.

If Old City Hall is demolished and new is built on site, the plan would be to have the exterior of the building be the same architectural style of the other buildings downtown.

It should be noted that there is an underground fuel barrel that will need to be addressed as part of the project as well. Foss and Associates did a building condition assessment in 2011. A copy of that can be obtained by going to the City of Wahpeton Website <http://www.wahpeton.com/> and clicking on the Old City Hall/Police Station Info. link on the home page.

3. Scope of Work for Architectural Services

The Scope will be divided into three separate phases: Preliminary Design, Detailed Plans and Specifications, and Construction Administration. The complete services to be provided will include Architectural, including but not limited to Structural Engineering, Civil Engineering, Mechanical (to include HVAC, Plumbing), Electrical, and Construction Oversight and Administration for the project.

Preliminary Design Options

- Evaluate the existing Old City Hall to determine any structural deficiencies, problems with roof, etc.
- Evaluate the existing building for use as a police station.
- Produce a preliminary estimate of costs to renovate the building.
- Produce a preliminary estimate to demolish the building and build new on the same site.
- Identify any grant and funding sources that may be available.
- Preliminary Design Report that includes the two options, what would need to be done to retrofit the existing building, cost comparison between retrofit and new, and recommendation.
- Produce schematics that could be used at a Public Input Meeting.
- Attend Public Input Meeting and present the two options (retro-fit or build new) with estimated costs to the public.

- Include costs for completing Phase 1 Environmental on the property.

Design Phase

- Prepare detailed plans and specifications for option selected in the Preliminary Design Phase.
- Plans and specifications must follow all local, state, and national codes.
- Prepare the contractor bid package in conformance with applicable requirements. This will include preparing the advertisements for bids, conducting a pre-bid conference on site, bid opening, evaluation of bids, and subsequent recommendation of lowest responsive bidder.
- Include costs for soil borings needed for structural analysis.

Construction Phase

- Conduct a pre-construction conference and issue the notice to proceed.
- Review shop drawings to ensure that contractors are providing materials that are required by the design and specifications.
- Attend monthly construction progress meetings.
- Answer questions the Contractor has on the plans and specifications.
- Review and approve all contractor requests for payment and submit approved requests to City of Wahpeton for processing and Council Approval.
- Prepare change orders for the project.
- Assure project compliance with all federal and state labor standards as applicable, including reviewing payroll reports to assure compliance with prevailing wage requirements and Davis-Bacon if applicable.
- Prepare punch list for the project.
- Conduct final inspection.
- Provide two paper copies and one electronic version of the as-built drawings to the City of Wahpeton upon project completion.

4. Proposals

Pre-Proposal Conference

An optional Pre-Proposal Conference will be conducted on April 9, 2014 at 10:00 a.m. The proposal conference will be held at City Hall, located at 1900 4th Street North. Firms are encouraged to use this opportunity to ask clarifying questions, obtain a better understanding of the project, and to notify the City of any discrepancies or errors discovered in the RFP. Once question and answer period is completed those present can go to Old City Hall for a tour of the building.

Proposal Submittal:

All costs incurred in the preparation and submittal of the RFP shall be the responsibility of the submitting firms. Respondents shall submit four (4) hard copies of their proposals to the City of Wahpeton by 4:00 p.m., Monday, May 6, 2014. No late, faxed, or email submittals will be accepted. Proposals shall not exceed a total of ten one-sided pages, excluding a one-page cover letter and personnel resumes.

Proposals should demonstrate that the firm has the professional capability and availability to complete all the tasks described in the Scope of Work in a timely fashion. Proposals shall include the following:

- The firm's legal name, address, telephone number, principal contact, and e-mail address.
- The experience, qualifications and assigned roles of any and all staff to be assigned to the project.

- Description of the firm's prior experience, including design of any similar renovation projects, projects location, and total construction cost.
- Minimum of three references regarding the firm's recent performance on projects, including the company name, location where services were provided, contact person, contact telephone number, contact e-mail address, and a description of services provided.
- The Fee shall be allocated into three parts: Preliminary Design, Detailed Plans and Specifications, and Construction Administration.

5. Proposal Evaluation Criteria

The proposal submittals will be evaluated and scored based on a 100 point system, 100 being a perfect score. The proposal submittals will be evaluated and scored according to the following factors:

- PROJECT TEAM (20 pts): This section will be based on the diversity of skills of the overall team assembled for the project. Items that will be looked at are the Technical Ability, Planning, Amount of Experience on Similar type Projects, Experience with Other Relevant Agencies, and Office Locations.
- PROJECT MANAGEMENT (15 pts): This section will be based on the ability to Manage the project. Items that will be reviewed are Cost/Budget and Schedule Control, Quality Control Methods, Staffing Levels and Work Load, and Insurance (type and limits).
- PROJECT APPROACH AND DELIVERABLES (40 pts): This section will be based on the overall approach to the project and what the City will get. Some of the items that will be reviewed are Data Gathering & Project Familiarization, Presentation of Alternatives, Design Approach, Innovative Design Techniques, and Schedule of Design Submittals and Cost Estimates for Services.
- PAST PERFORMANCE (25 pts): This section will be based on past experience on similar projects. Items that will be reviewed are Past Experience with City of Wahpeton, Past Experience with Others in Region, Ability to meeting Design Budget on Past Projects, Accuracy of Engineers Estimate on Past Projects, and Change Order Amount as a Percent of Total Construction Amount on Past Projects.