

CITY OF SEDALIA

REQUEST FOR QUALIFICATIONS (RFQ)

Architectural Services

CITY OF SEDALIA

POLICE DEPARTMENT HEADQUARTERS AND STATION

SEDALIA PROJECT NO. 2016-10-25-353-42

ISSUE DATE: JULY 25, 2016

ISSUED BY: City of Sedalia, Missouri
200 S. Osage Avenue
Sedalia, Missouri 65301
Website: www.cityofsedalia.com

PROJECT CONTACT: John Simmons
Community Development Director
City of Sedalia
200 South Osage
Sedalia, Missouri 65301
660-827-3000, ext. 127
jsimmons@cityofsedalia.com

SUBMITTALS DUE: AUGUST 8, 2016
2:00 PM Central Standard Time

TABLE OF CONTENTS

1. INTRODUCTION.....	3
2. SCOPE OF WORK.....	3
3. COSTS OF RFQ PREPARATION AND SUBMISSION	3
4. QUALIFICATION REVIEW	3
5. SUBMITTAL.....	4
6. DEMONSTRATIONS AND PRESENTATIONS	4
7. RIGHT OF REFUSAL	5
8. EVALUATIONS	5
9. PROJECT TIMELINE.....	5
10. COMPENSATION.....	5
11. EXHIBITS.....	6-21

**Request for Qualifications
Architectural Services
Police Department Headquarters and Station
City of Sedalia, Missouri**

1. INTRODUCTION

The City of Sedalia, Missouri is soliciting qualifications for Architectural Services for the planning and design of a new Police Department headquarters. The Architect will be required to work with the Owner on the design and construction documents for construction of the facility. The Architect selected will also be the provider of the same services for future phases of the project.

2. SCOPE OF WORK

Scope of Work

The initial planning phase is expected to occur immediately. The Architect will provide design services for the following scope of work:

1. Architectural design of the Sedalia Police Department Headquarters Per Strategy B and Additional Options identified in Exhibit C – Police Department Feasibility Study;
2. Engineering and construction documents for the construction of the Sedalia Police Department Headquarters:
 - a. Site plan
 - i. Civil and grading design
 - ii. Stormwater Site plan for new police department headquarters;
 - b. Building construction documents
3. Renovation of existing police department space in Municipal Building for city administration use; and
4. Construction Administration and management of construction.

All responses are to be sent to:

City of Sedalia
City Clerk's Office
RE: Police Department Headquarters
200 South Osage
Sedalia, Missouri 65301
Phone: (660) 827-3000

Submittals must be received by 2:00 p.m. Central Time, August 8, 2016.

3. COSTS OF RFQ PREPARATION AND SUBMISSION

Each vendor shall be responsible for all costs incurred in order to prepare and submit their response to this RFQ.

4. QUALIFICATION REVIEW

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the City's project team or its

designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to the project team making a recommendation to the City Council. All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFQ, or within 180 days, whichever shall occur first.

5. SUBMITTAL

Submittals received by the closing date and time will be opened and evaluated by the City. **Please submit three (3) copies.** Submittals not received by the closing date and time will remain unopened and will not be considered. Incomplete submittals may, at City's sole discretion, be disqualified from consideration. The City may select a number of vendors from the respondents to make formal presentations to the City regarding their submission.

The City reserves the right to amend or clarify the specifications at any time prior to the closing for receipt of qualifications. Copies of any amendments to this Request for Qualifications may be transmitted to prospective vendors via fax, e-mail or mail.

The proposal must be prepared in the following format:

Section 1 – Executive Summary

Provide overview of the design process and implementation plan proposed. Outline respondent's unique qualifications as they pertain to this particular project.

Section 2 – Experience and Qualifications

Provide narrative responses to the following questions, including any necessary documentation, for each item listed below.

1. Specify the number of years the vendor has been a provider of the services requested. Discuss the background of the vendor including company history, staff size and ownership structure. Briefly highlight projects completed similar to the project being proposed.
2. Describe the seniority, tenure and background of the proposed project team.
3. Discuss the vendor's commitment to understand and implement environmentally friendly applications that could be incorporated into the project.

Section 3 – Customer References

Please provide contact information for at least five (5) customer references that are representative of the proposed services.

Section 4 – Statement of Understanding

The City anticipates selecting an Architect in August, with work commencing shortly thereafter and with substantial completion prior to October 31, 2016. Provide a statement verifying your understanding of the anticipated time line.

6. DEMONSTRATIONS AND PRESENTATIONS

Vendors may be requested to make a design presentation and/or provide written clarification of their responses at the request of the City.

7. RIGHT OF REFUSAL

The City reserves the right to reject any or all RFQs in their entirety. The City reserves the right to award the services in any manner deemed in the best interest of the City.

8. EVALUATIONS

The primary criteria for vendor evaluation and consideration are:

- Demonstrated ability to understand the purpose/mission of the project;
- Prior experience with similar projects;
- Overall project approach;
- Favorable past experiences of the City and/or references in working with the vendor; and,

Evaluation of the submittals is expected to be completed within 5 calendar days after the stated closing date. The City's project team will evaluate proposals on a variety of quantitative and qualitative criteria. The vendor selected shall be the vendor deemed to be in the best interests of the City.

The City reserves the right to a) reject any or all submittals, or to make no award, b) require modifications to initial submittals or c) to make partial awards. The City reserves the right to request clarification or explanation on any submittal. The City further reserves the right to excuse technical defects in a submittal when, in its sole discretion, such excuse is in the best interests of the City.

9. PROJECT TIMELINE

Listed below are specific and estimated dates and times of actions related to this RFQ. In the event that the City finds it necessary to change any of the specific dates and times for the events listed below, it will do so by issuing an amendment to the RFQ as outlined herein.

<u>Date</u>	<u>Event</u>
07/25/2016	Issuance of RFQ
08/08/2016	Submission Deadline
08/08/2016-08/10/2016	City Project Team Review
08/15/2016	Recommendation to City Council

10. COMPENSATION

Following the selection of a firm and the successful negotiation of an agreement for services, a contract shall be entered into between the City and the firm. Reimbursements shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

11. EXHIBITS

- A Building Site Map
- B Police Department Feasibility Study and Proposed Budget (Strategy B + Additional Options)
- C Programming Analysis



Overview

Legend

-  Political Township
-  Corporate Limits
-  Parcels
-  Roads

PROPOSED SITE

Parcel ID	152004130001000	Alternate ID	n/a	Owner Address	MARKET SQUARE
Sec/Twp/Rng	4/45/21	Class	Exempt		200 S OSAGE
Property Address	200 S OSAGE	Acreage	0.623		SEDALIA MO 65301-
	SEDALIA				

District RTIF2
 Brief Tax Description LOTS 1, 2, 3, 4 & 5 BLK 44 ORIGINAL PLAT ADD
 (Note: Not to be used on legal documents)

Disclaimer. The information provided on this site is for convenience only and is compiled from recorded deeds, plats, tax maps, surveys, and other public records and data. In the preparation of this site, extensive efforts have been made to offer the most current, correct, and clearly expressed information possible. However, inadvertent errors can occur, and information placed on this site is not intended to replace any official source. The applicable county sources should be consulted for verification of the information provided on these pages. Users are advised that their use of any of this information is at their own risk.

Date created: 7/22/2016

 Developed by
The Schneider Corporation



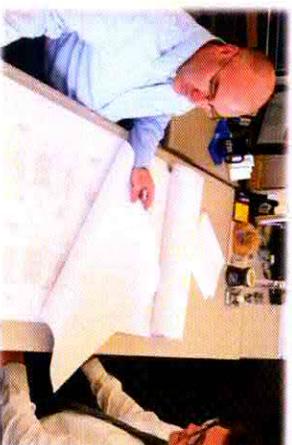
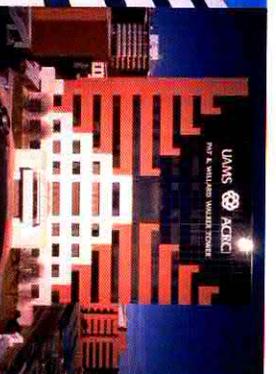
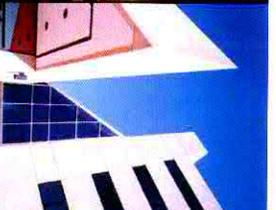
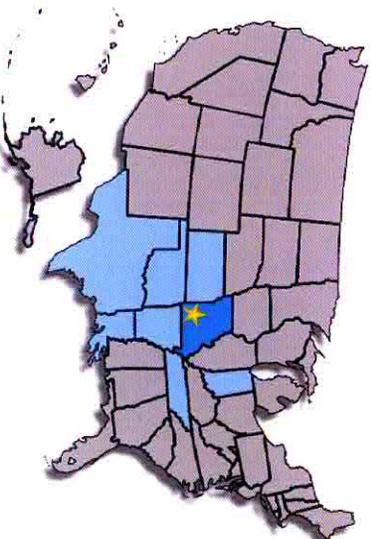
Police Department Feasibility Study

City of Sedalia
May 9, 2016



Introduction

- Architecture + Engineering + Interior Design
- Integrated Studio
- Practical Design Approach
- Regional Service Area



Municipal Project Experience

- Aurora, MO
- Kennett, MO
- Parsons, KS
- Ava, MO
- Lebanon, MO
- West Plains, MO
- Branson, MO
- St. Robert, MO
- Willard, MO
- Clever, MO
- Springfield, MO

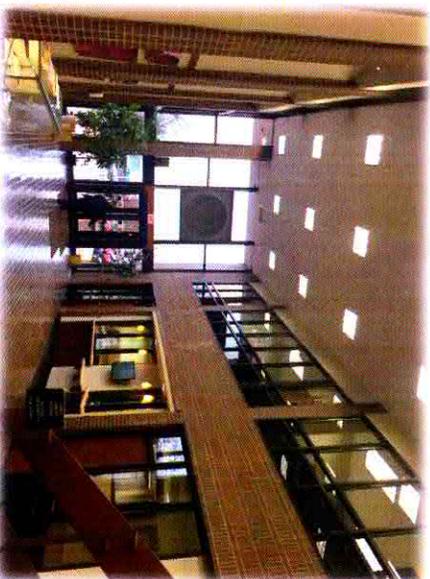
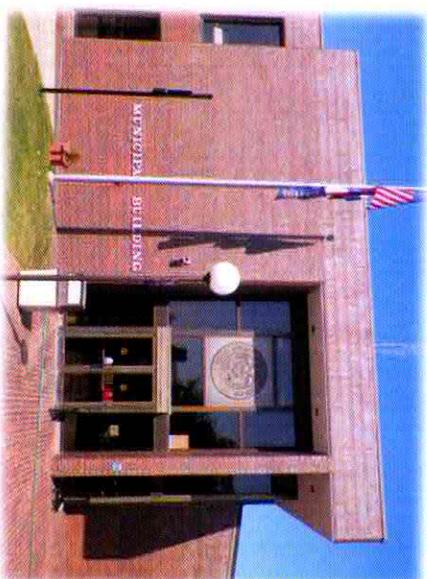


Background & Needs

- Existing Conditions
- Deficiencies

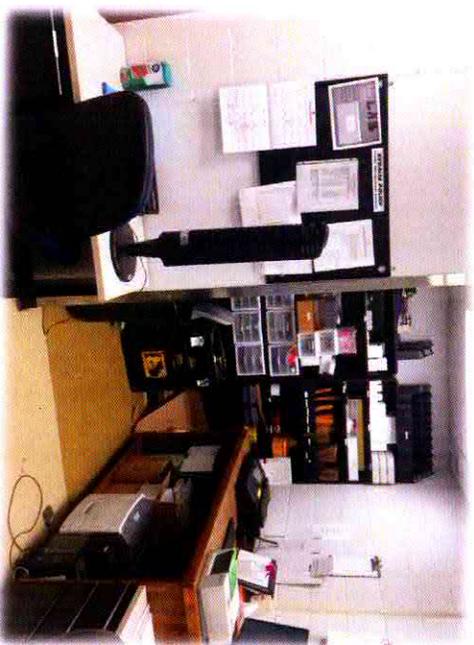
Guiding Questions

- Realistic Space Needs (Program)
- Where to provide this space



Functional Requirements

- Security / Control
 - Internal Adjacencies
 - Patrol Needs / Training
 - Administration
 - Investigations / Property
- First Floor Space is Essential

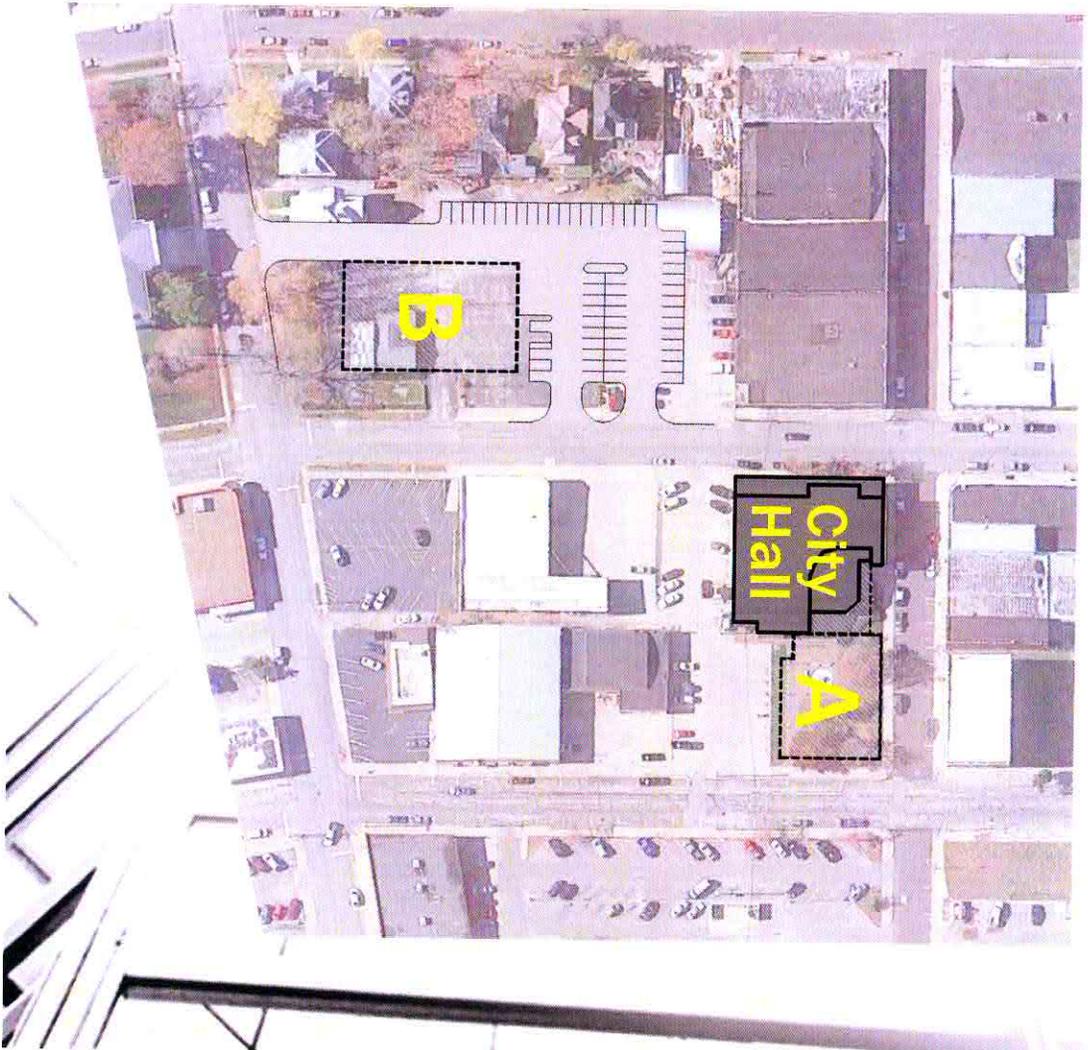


Strategy A

- Expand existing City Hall for new Police Department
- Equal 1st/2nd floor areas
- Parking / Site Constraints
- Internal Zoning Challenges

Strategy B

- New PD Building and Parking
- Most program on 1st floor
- Designed for Security and Efficiency



STRATEGY A: Expand City Hall to East for Police Use (Parking Unchanged)

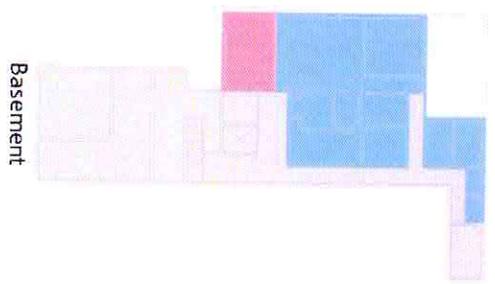
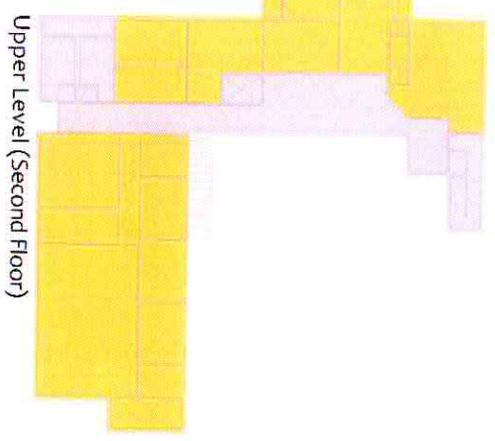
Area	Cost/SF	Projected Cost
Expand City Hall to the East for ALL NEW Police Department		
New Gross Area	17,622 \$	250 \$
Furnishings	17,622 \$	15 \$
Dispatch Area (Renovate / Expand Internally)	520 \$	120 \$
Other Soft Costs, Contingencies	17,622 \$	15 \$
Design and Construction Administration (Estimated Placeholder)		
Estimated Redevelopment Cost*	\$	5,346,169

STRATEGY B: New Police Department Building and Vehicle Lot

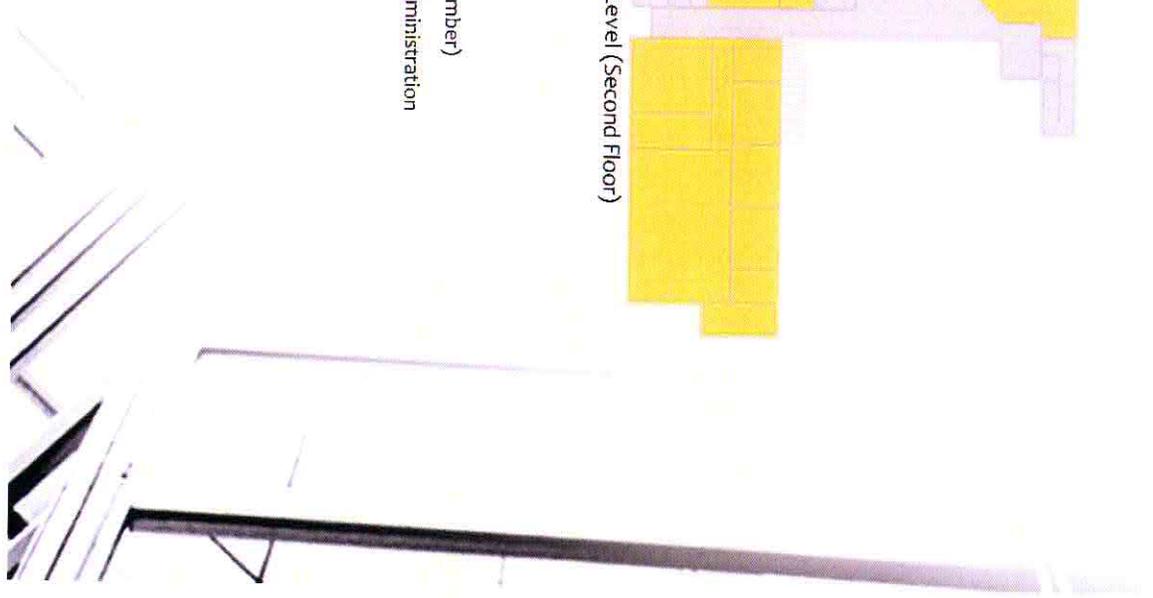
Area	Cost/SF	Projected Cost
GHN's Budget Recommendations		
New Police Department Building	17,622 \$	225 \$
Furnishings	17,622 \$	15 \$
Dispatch Area (Renovate / Expand Internally)	520 \$	120 \$
Other Soft Costs, Contingencies	17,622 \$	15 \$
Property Acquisition (Estimated Placeholder)		
Design and Construction Administration (Estimated Placeholder)		
Estimated Development Cost*	\$	5,144,794

*Excludes demolition, equipment, display/security systems

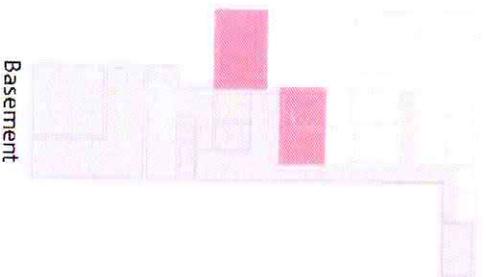
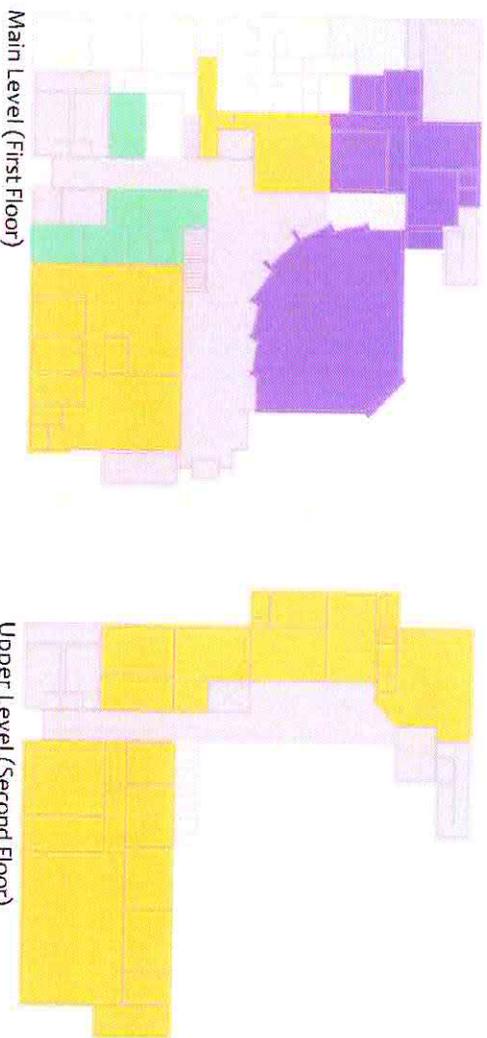
Existing Building



- Police Department
- Municipal Court (& Chamber)
- City Hall Offices and Administration
- I.T. Department
- Dispatch
- Circulation & Other



After moving Police Dept.



- Police Department (Relocated to new Building)
- Municipal Court (& Chamber) and new Support Spaces
- Optional Lobby Rezoning for Court / Security
- City Hall Offices and Administration (& New Meeting Room)
- Future City Hall Growth
- I.T. Department
- Dispatch and new Support Spaces
- Circulation & Other
- Undefined Future Uses or Storage/Archives

ADDITIONAL OPTIONS: Related to Expansion/Reconfiguration of other Programs into abandoned PD space				
Renovation of existing Council Chambers - Budget Placeholder				
Proposed by City of Sedalia based on previous needs assessments, includes A/E fees			\$	225,000
Municipal Court Support Spaces				
Relocated Court Clerk	240	\$	100	\$ 24,000
Optional Redevelopment of PD Entrance for Court w/ Separate Lobby	500	\$	120	\$ 60,000
I.T. - additional resource and storage areas	237	\$	70	\$ 16,590
Server Relocation				\$ 5,000
Renovation of related gross building area (approximately 20% associated)	195	\$	80	\$ 15,632
Other Existing PD Areas to retain for Archives/Storage/Future (Gross area)	7,195	\$	-	\$ -
Furnishings (other than Council Chambers)	1,172	\$	15	\$ 17,586
Other Soft Costs, Contingencies	1,172	\$	10	\$ 11,724
Design and Construction Administration (Estimated Placeholder)				\$ 10,537
Estimated Redevelopment Cost				\$ 386,069

EXHIBIT C



POLICE DEPARTMENT PROGRAMMING ANALYSIS CITY OF SEDALIA

4/8/2016

- A. EXG = Existing Square Footage Analysis gathered by GHN from Existing PD Conditions
 B. SNA = Space Needs Assessment Programming provided by another consultant in September, 2015
 C. Proposed = GHN'S Proposed Program Area
 (Areas marked "Included/Combined/Gross Area" are included under other line items or the gross area)

Description (As Understood/Proposed)		A. EXG	B. SNA	C. Proposed
1. PUBLIC AREAS				
Vestibule	Public Entrance	50	100	60
Lobby/Entrance	Report writing counter, fixed waiting chairs	202	650	400
Report/Interview	Adjacent to Lobby, controlled access to Front Desk	0	200	140
Live Scan		0	20	Gross Area
Public Toilets	Unisex Accessible Restroom	44	112	56
Front Desk	Security window, deal tray, security monitors, working counter space	228	150	140
SUB-TOTAL =		524	1,232	796
2. STAFF COMMONS AREAS				
Staff Vestibule/Lobby	Clean Off Area/Coat Storage for Staff/Patrol	0	440	140
Lunch Room/Break Area	Adjacent to Report Room, locker rm, sink, range, refrigerators, table, lounge chairs. Millwork with Staff mailboxes.	63	180	440
Staff Toilets	Men's: 2 WCs, 2 Lavs. Women's, 1 WCs, 1 Lav	0	320	190
Coffee Station	In Break Room	16	25	0
Defensive Tactics Training	Shoot Room remains in South Building.	480	1000	0
Exercise Room	Fitness and Weight Room in new PD Building	240	600	800
Men's Locker Room	SNA: (45) 3x2 Lkrs takes 880 sf w/o bathroom. GHN: (50) 2x2 Lkrs + gear bag storage rack, 3 showers and urinals for 924 sf +/-.	192	880	924
Women's Locker Room	SNA: (10) 3x2 Lkrs takes 220 sf w/o bathroom. GHN: (10) 2x2 Lkrs + gear bag stoage rack, 1 shower, 1 toilet and 1 lav.	153	225	250
SUB-TOTAL =		1,144	3,670	2,744
3. POLICE ADMINISTRATION				
Chief of Police		201	275	230
Administrative Assistant		182	150	150
File Room	Could be combined with the work room.	0	80	80
Admin Conference Room	Seating for 10	0	250	300

Coffee Bar	Adjacent to Admin and Conference	0	0	Gross Area
Waiting Area/Entry	Adjacent to Admin and Chief	0	80	80
Coat Closet	Adjacent to Admin.	0	25	15
Unisex Toilet/Staff/Visitor	Unisex toilet	0	64	56
Work Room/Office Supplies		0	80	80
Accreditation Manager		0	0	0
Uniform Stor./Quartermaster		0	0	0
IT Officer		0	0	0
Future Office #1		0	0	140

SUB-TOTAL = 383 1,004 1,131

4. ADMINISTRATIVE SERVICE BUREAU (RECORDS)

ASB Commander		105	225	140
Records Supervisor	Currently with ASB commander	105	64	140
Records Clerks	3 clerk work cubicles, adjacent records Records Storage and Reception Counter.	333	240	500
Work Room		0	120	0
Active File Room		0	100	0
Archives	Can utilize existing basement if PD moves.	0	100	0

SUB-TOTAL = 543 849 780

Note: SNA had a formula error: missed +225 in Net Area; had 624 SF instead of 849, plus gross increase

5. COMMUNICATIONS (DISPATCH) Not Relocating

Dispatch	Existing Dispatch to Remain. Refer to City Hall Program for additional Dispatch spaces that can utilize existing PD space if the PD moves.	253	0	0
----------	--	-----	---	---

SUB-TOTAL = 253 0 0

6. CRIMINAL INVESTIGATIONS BUREAU

Investigations Commander	Currently in a shared office	124	225	160
C.I. Sergeant	Currently in a shared office with Commander	124	150	140
Detectives	Current (4) Cubicles 7'x6', expand to 6 with work, copy and file storage space	468	408	415
Detective Work Room/Storage	Adjacent to Detective Cubicles	94	120	120
Interview Room #1	Currently 1 existing	112	100	100
Interview Room #2		0	100	100
Interview Room #3		0	100	0
Soft Interview Room	Juvenile Holding	0	150	120
Narcotics Officer	Current Drug Enforcement Officer	115	196	140
ATF Area		0	196	200
Investigations Clerical	Future Office, space for 2	0	0	140
Secured Waiting Area		0	80	0
Crime Analyst	Future Office, space for 2	0	150	140
Controlled Visitor Toilet		0	56	56
Work Room	Combined with Detective Work Room/Storage	0	80	Included
Computer Crime Lab		0	200	160
A/V Room	Counter, computer, DVRs and monitors	0	0	120

SUB-TOTAL = 1,037 2,311 2,111

Note: SNA had a formula error: missed +225 in Net Area; had 2086 SF instead of 2311, plus gross increase

7. PATROL OPERATIONS

Uniform Patrol Commander		207	225	160
Shift Sergeants	Shared office with 3 work stations	77	392	160

Traffic Officers	Utilize Report Room	0	233	Included
Community Policing Officer		96	280	120
Work Room	Utilize Report Room	0	80	Included
Mailboxes	Included in Patrol Room	0	25	Included
Briefing Room	Utilize Training or Report Room	155	416	Combined
Report Writing/Patrol Room	(12) work stations, storage, and mail boxes	106	308	400
Patrol Equipment Storage	Equipment and uniform storage	0	310	240
Armory	Equipment Secured Storage and Work Counter	0	200	180
SUB-TOTAL =		641	2,469	1,260

8. HOLDING

Sally Port	Secured control for Front Desk	405	600	560
Intake/Release		0	80	Gross Area
Processing Area	2 to 3 desks with adjacent bench/chair	249	0	140
Breathalyzer Alcove	Within Processing	0	100	25
Interrogation Room		0	80	80
Internal Vestibules	Within Gross Area	0	64	Gross Area
Holding Room	Hardened room with a floor drain	0	80	80
Restroom	Restroom with Detention fixtures	0	0	56
SUB-TOTAL =		654	1,004	941

9. PROPERTY

Evidence Preparation	Prep counter and storage	104	100	100
Evidence Lockers	Thru wall lockers from Prep to Storage	0	108	Included
Evidence Officer	Office withIn Evidence Storage	0	64	100
Evidence Processing	In Evidence Storage	104	200	Included
Dusting/Fuming Room		0	100	100
Supplies Storage	In Evidence Prep	18	80	Included
Drying Room	In Evidence Storage	0	80	Included
Evidence Storage	Storage, refrigerators, drying cabinets	275	1220	1200
Bulk Property Storage	Keep off site	0	0	0
SUB-TOTAL =		501	1,952	1,500

10. TRAINING

OSB Commander		170	225	160
Training Officer	Future Office/work space	0	180	120
Training Files	Within Training Storage	0	40	Included
Training Supplies Storage	Adjacent to Training Room and Officer	0	60	126
Training Classroom (Seminars)	(24) @ Tables + 7 loose chairs = 820 SF +/-	0	900	950
	(32) @ Tables + 14 loose chairs = 950 SF +/-			
Furniture Storage		0	150	0
SUB-TOTAL =		170	1,555	1,356

11. MISCELLANEOUS SPACES

Forensic Garage	Vehicle and bulk evidence processing	0	630	560
K9 Unit	Pens and Storage	0	100	132
Patrol Bikes	Space within Sally Port	0	24	Included
Bulk Evidence Storage	Keep offsite	0	400	0
SUB-TOTAL =		0	1,154	692

12. BUILDING SUPPORT AREAS

Elevator 1		0	80	Gross Area
Elevator 2		0	80	0

Elevator Equipment Room		0	64	Gross Area
Janitor Closet 1	Janitor and storage	0	36	100
Janitor Closet 2		0	36	Included
Custodian's Room		0	150	Gross Area
Mechanical Room		0	250	Gross Area
Electrical Room		0	250	Gross Area
Communications Data Closets		0	60	Gross Area
Server Room	Server, Communications and work room	0	200	144
Computer Maintenance Area		0	150	0
Fire Exit Stairs		0	800	Gross Area
Staff Elevator		0	160	0
Staff Elevator Machine Rm		0	64	0
SUB-TOTAL =		0	2,380	244
PROGRAM TOTALS =		5,850	19,580	13,555
Existing Gross Area (33% Actual) =		2,517		
Total Gross Area Included in SNA 32% (5,220 + 15% (3,656) X total area) =			8,876	
Proposed Gross Area Increase 30% =				4,067
Total Existing SF, 3,097 Basement, 5,270 First Floor =		8,367		
Total SNA (Includes adjustments for previous formula errors) =			28,456	
Total Proposed (GHN Study) =				17,622