

CITY OF SEDALIA

REQUEST FOR QUALIFICATIONS (RFQ)

Space Needs Analysis

CITY OF SEDALIA POLICE DEPARTMENT

SEDALIA PROJECT NO. 2015-10-13

ISSUE DATE: JUNE 10, 2015

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
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SUBMITTALS DUE: JUNE 24, 2015
2:00 PM Central Standard Time

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**Request for Qualifications
Space Needs Analysis
Police Department
City of Sedalia, Missouri**

1. INTRODUCTION

The City of Sedalia, Missouri is soliciting qualifications for professional services to prepare and submit a comprehensive analysis of office and storage space for the City of Sedalia's Police Department.

Project Description

PROVIDER will complete a comprehensive space planning analysis. The purpose of this analysis will be to analyze current and future space need of the Police Department. PROVIDER consultants will work very closely with City of Sedalia department administrators, officials, and others to review current space and recommend a plan for space allocation, renovation and property acquisition based on the analysis and provide a budgetary estimate for construction.

The Police Department, as it resides in the Municipal Building, currently has space limitations due to the age of the property and change of uses since construction in 1973. The Storage Building has reached and surpassed effective storage capacity.

Current Operations

The Municipal and Storage Buildings are owned by the City of Sedalia. The main floor of the Municipal Building is currently used by the City Clerk's office, Finance Department and the Police Department. City Council Chambers and Municipal Court are also included on this level with a seating capacity of 104. The second floor is utilized by Administration, Public Works, and the Building Department. The basement is devoted to the police department and building infrastructure.

The Storage Building is adjacent to the Municipal Building and contains 4,869 square feet used primarily for archival and evidentiary storage including vehicles and surplus office equipment. The space is also used by the Police Department for training and fitness needs.

A space analysis will be required to determine the best use of the space.

All responses are to be sent to:

City of Sedalia
City Clerk's Office
ATTN: Police Department Space Needs Analysis
200 South Osage
Sedalia, Missouri 65301
Phone: (660) 827-3000

Submittals must be received by 2:00 p.m. Central Time, June 24, 2015.

2. 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.

3. 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.

4. 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. It is anticipated that presentations will be made to the City's project team.

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 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 analysis 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 a provider in July, with work commencing shortly thereafter and completed prior to September 2015. Provide a statement verifying your understanding of the anticipated time line.

5. 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.

6. 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.

7. 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.

8. 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>
June 10, 2015	Issuance of RFP
June 24, 2015	Submission Deadline
June 25-July 1, 2015	City Project Team Review
July 6, 2015	Recommendation to City Council

9. 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.