

CITY OF SIDNEY  
SIDNEY POLICE DEPARTMENT



REQUEST FOR QUALIFICATIONS

Design Services – Feasibility Study – Spatial Needs Analysis  
Sidney Police Department

Mike Brown – Chief of Police  
Sidney Police Department – 1715 Illinois Sidney, NE 69162

RFQ Submission Deadline:  
Thursday, January 31, 2013 – 5:00 p.m.  
City of Sidney  
Attn: Geri Anthony – City Clerk  
RFQ for Design Services – Feasibility Study – Sidney Police Department  
PO Box 79  
Sidney, NE 69162

**CITY OF SIDNEY / SIDNEY POLICE DEPARTMENT  
REQUEST FOR QUALIFICATIONS  
DESIGN SERVICES – FEASIBILITY STUDY  
SIDNEY POLICE DEPARTMENT FACILITY**

**Introduction**

The City of Sidney intends to engage the professional services of a firm to provide a Facility Evaluation, Spatial Needs Assessment and the Identification of Funding opportunities/options relating to the Sidney Police Station located at 1715 Illinois, Sidney, NE.

The firm that receives the award presented by this Request for Qualifications (RFQ) may also be considered for the final design services contract and/or an all-inclusive project management contract encompassing all phases from design through occupancy.

This RFQ is intended to provide a common and uniform set of instructions to guide Prospective Service Providers (PSP) through the development of proposals.

This is an RFQ for professional services and as such, is not driven by or awarded based on the low bid (amount of fees charged for the service(s) provided), however the fee amount will be considered in evaluating the received proposals. Additionally, the City of Sidney reserves the right to cancel this RFQ if it is in the City's best interests to do so and/or reject any and all proposals.

Progression beyond the execution of this RFQ is dependent on securing acceptable funding mechanisms for the completion of the project. Award of this RFQ does not obligate the City in any way to proceed beyond the scope of services contained in this RFQ.

**General Requirements for Submission of Proposals**

The PSP shall submit an original and seven (7) copies of the proposal in a sealed envelope marked as "RFQ for Design Services – Feasibility Study – Sidney Police Department" and addressed to Geri Anthony – City Clerk, PO Box 79, Sidney, NE 69162 no later than **5:00 p.m. Thursday, January 31, 2013.**

The fee has not been set, but will be subject to negotiations.

Proposals must include the signature of an authorized representative of the PSP.

## **Background**

### Community Background

The population of Sidney has continuously increased over the past 15 years as evidenced by a 7.6% increase from 2000 to 2010 and an 18% increase since 1995. Additionally, the 2010 Census indicates the resident population of Sidney is 6,757. However the daytime work population is increased considerably due to the large number of people that commute for work in Sidney. Sidney has led all major Nebraska communities in retail growth as well as seeing 580 new housing units built since 1991, with a new housing addition breaking ground in 2011 that has the potential of adding up to approximately 60 new housing units over the next several years. Additionally, Sidney's geographical location is a significant factor in the continued evolution of policing services and needs. Sidney sits at the intersection of three major highways (US 385, US 30 and Hwy 19) and is the most populous city along the 220 mile stretch of I-80 between North Platte, NE and Cheyenne, WY, making Sidney the major I-80 interchange area in the Western Panhandle. This strategic location brings, on average, approximately 12,000 vehicles per day through Sidney with peak traffic reaching approximately 20,000 vehicles per day. This traffic volume equates to approximately 18 million people traveling to or through Sidney each year. Sidney is also located at the intersection of two of the country's most valuable infrastructures: the electrical power grid and railroad services. The Western Area Power Administration's (WAPA) Virginia Smith Converter Station is located just north of Sidney and serves as the interconnection between the western and eastern power grids of the United States. Union Pacific Railroad and Burlington Northern Santa Fe Railroads both transverse the City of Sidney providing business and industry the ability to have convenient and cost-effective rail service. All of these characteristics point towards continued economic and residential growth well into the foreseeable future. As the City grows, the police department needs to grow and adapt in advance of the City's growth, to ensure the services provided by the department are more than adequate, modern and efficient.

### Police Operations Background

Sidney encompasses approximately 6.8 square miles and has a current population of 6,757. The population continues to grow at a comfortable rate. As the population grows, the need for police services will increase. Sidney is a unique community that blends a rural, hometown atmosphere with modern amenities and a progressive attitude among City Staff, citizens and businesses. Sidney is home to several global companies such as: Cabela's (Cabela's flagship retail store, world corporate headquarters and several warehouses), TE Connectivity and Pennington Seed Inc. Cabela's retail store attracts a large number of visitors to Sidney each year. Due to the high volume of tourist traffic and geographic location, Sidney has 13 motels offering 550 rooms. Sidney is home to a satellite campus for Western Nebraska Community College and has a very progressive and successful public school system. Sidney is also home to several very popular events such as Oktoberfest, Sidney Gold Rush Days and the Cheyenne

County Fair. Each of these events draw hundreds if not thousands of visitors from the surrounding area including Colorado and Wyoming.

These factors make Sidney's police service needs unique, in that officers deal with local citizens, commuters, tourists, as well as the local and transient criminal element. The department strives to blend prompt, courteous, hometown service with fair and impartial enforcement and is dedicated to supporting and protecting a unique hometown atmosphere with a high level of quality of life and high sense of safety for citizens and visitors alike.

The police department is comprised of 16 members, of which 14 are sworn officers. The department provides police services 24/7 and also provides Code Enforcement and Animal Control services. The ratio of officers to citizens in Sidney is 2.08 officers per 1,000 citizens. This ratio is slightly above the Nebraska average of 2.01 officers per 1,000 citizens, however it is slightly below the national average of 2.2 officers per 1,000 citizens for cities with a population of 2,500 – 9,999 citizens (Data derived from a 2003 IACP study). Typically staffing levels during normal business hours are 7 – 8 personnel and staffing levels after normal business hours range from 2 – 4 personnel. The Department has 11 motor vehicles and one motorcycle in its fleet. The motorcycle is currently housed off-site when not in use due to the lack of proper storage facilities at the current location.

Obviously, as the population of Sidney grows, the number of officers needed to efficiently meet the policing demands will grow as well. The police facility must be able to meet the increased demands for accommodating additional officers.

The department receives over 9,000 calls for service per year on average and pulls an average of approximately 1,200 cases per year. The crime rate in Sidney is well below the average for the rest of the United States, due in no small part to the dedication and proactive stance of its officers, relationships with the community and support from not only City government, but also the citizens and businesses of Sidney.

The Police Department is currently housed in a 2,181 square foot (ground level) building with a full basement that was built in 1978 and originally served as a fast-food restaurant. The building was acquired by the City in 1989 and modified to serve as the Police Department.

The purpose of the RFQ is to determine if the current location is a suitable candidate, either through rehabilitation and/or expansion, to house the operations of the Police Department. If so, the estimated costs of the rehabilitation and/or expansion should be defined in the Feasibility Study. If the current location is not suitable, two options should be presented:

1. Pre-existing facilities and preliminary cost estimates should be identified for the purpose of acquisition and modification/rehabilitation, and;
2. Other sites and preliminary cost estimates should be identified to build a new facility

As part of the Facility Evaluation, we would like the PSP to inspect the existing facility and evaluate the safety, security and functional aspects of the building.

### **Scope of Work**

The City of Sidney / Sidney Police Department is now seeking proposals from qualified architectural consulting firms/individuals to conduct a feasibility study and prepare a preliminary design for the rehabilitation/expansion/construction of a Police Department facility.

#### **Task #1: Space Needs Assessment/Program Development**

##### **Description:**

The spatial needs assessment is an essential part of a comprehensive planning approach to achieve either a refurbished or new facility, depending on the findings. The PSP shall provide a detailed analysis that will define the functional needs of the Department.

The space needs should provide the following elements: conduct an independent analysis of the current and future spatial needs of the Police Department, including, but not limited to individual office space for administrative, investigative and supervisory staff, individual work areas for patrol officers, interview rooms, temporary prisoner holding room, armory, evidence packaging/storage, supply storage, IT room, training/briefing room, restrooms, locker rooms, exercise room and sally-port/garage.

##### **Deliverables:**

A written report summarizing the space needs of the Police Department including a comparison of needs to current space.

#### **Task #2: Emergency Service Functions Evaluation – Current Location**

##### **Description:**

Prepare a comprehensive and complete program addressing each of the Emergency Service functions performed by the Department including, but not limited to public access, communications, administrative/investigative/supervisory offices, interview area, DUI processing, evidence lockers, training facilities and equipment lockers/storage areas.

##### **Deliverables:**

Program list with function, square footage required and diagram

**Task #3: Site Evaluation – Current Location**

**Description:**

Provide a preliminary assessment and evaluation of existing site conditions. Determine if current facility is or can be suitable for the space needs identified. If so, provide a detailed space-by-space definition of the elements to be included in the rehabilitation/expansion. PSP shall consult City Staff and make maximum use of available engineering and other data for the site prior to proceeding with assessment. Perform site analyses necessary for rehabilitation/expansion including, but not limited to: size, environmental, utilities, vehicular access.

**Deliverables:**

Written report summarizing the evaluation of the existing site.

**Task #4: Site Evaluation – Rehabilitation/Modification of Alternate Existing Site/Facility**

**Description:**

Should the present site/facility be deemed unsuitable, other sites with existing facilities should be considered. The PSP should gather all pertinent site/facility characteristics, data and information on the site(s)/facility. Provide evaluation criteria for the objective consideration of each site using a multitude of factors, provide a weighted "criteria value" for each of the factors, based upon their respective overall value or degree of importance and conduct a detailed evaluation of the site(s)/facility.

**Deliverables:**

Written report summarizing the evaluation of each site with an existing facility and a Site Analysis Matrix based on the rehabilitation/modification potential of each site.

**Task #5: Site Evaluation – New Build**

**Description:**

Should the present site/facility be deemed unsuitable, sites for new construction should be considered concurrently with Task #4. The PSP should gather all pertinent site characteristics, data and information on the site(s). Provide evaluation criteria for the objective consideration of each site using a multitude of factors, provide a weighted "criteria value" for each of the factors, based upon their respective overall value or degree of importance and conduct a detailed evaluation of the site(s).

**Deliverables:**

Written report summarizing the evaluation of each site considered and a Site Analysis Matrix based on the development potential of each site.

#### Task #6: Pre-Schematic Design Plan

##### Description:

Develop preliminary design drawings focusing on site plan, building plans fitted to the selected site, furnishing plans, exterior elevations and preliminary building systems. Process should be interactive and facilitate maximum involvement by City Staff. A minimum of three schematic design sessions reflecting the incorporation of changes recommended by the Department should be anticipated.

##### Deliverables:

Prepare final schematic design plan for Police Department facility. Also develop communication tools such as plans, models, color renderings and sketches to use at public forums and presentation at City Council meeting(s) at a date yet to be determined. The PSP's proposal should describe in detail the quality of the plans and any other promotional materials that will be provided with the maximum overall project budget.

#### Task #7: Total Project Cost Estimate and Schedule

##### Description:

Provide a Total Project Cost Estimate that includes all soft costs related to the design and construction of the building (i.e. construction cost estimate, furniture/equipment, project management fees, contingencies, etc.). Provide a complete project schedule including realistic deadlines for future design development and construction phases.

##### Deliverables:

A report summarizing the costs of all project elements and estimated time frames from implementing all phases of design and construction.

#### Task #8: Funding Options

##### Description:

There are several methods by which a public facility can be funded. In addition to the standard method of including a project in the Capital Improvements category, projects can be funded through grants from both state and federal agencies, and various financing options. PSP should identify available funding options.

##### Deliverables:

PSP should suggest alternative funding options for the project and assist with planning and executing grants.

#### Task #9: Implementation Plan for Development of Police Department Facility

##### Description:

Complete the above tasks and provide an original and seven (7) copies of a bound written report based on the described scope of services. The report and preliminary plans shall also be provided in an electronic format acceptable for widespread reproduction and distribution. The City of Sidney shall own all rights to any reports, plans or promotional materials produced under this Scope of Services. The PSP should also anticipate attending, in addition to the City Council meeting, a minimum of five (5) meetings with the City and/or the public.

#### **Project Schedule and Meeting**

It is the goal of the City to complete the work in the Scope of Services section within approximately two months following the Notice to Proceed. The City will need as much time as possible to explain the project to the City Council and general public.

#### **EVALUATION CRITERIA**

The PSP intending to perform the work must be licensed to practice in Nebraska subject to the following conditions:

- If an individual, the individual is licensed;
- If a partnership, a majority of the partners are persons who are licensed;
- If a corporation, joint stock company or other entity, the majority of directors or stock ownership and the chief executive officer are persons who are licensed and the project manager is licensed in the discipline required for the project.

The PSP must provide a list of all communities where the PSP has completed projects undertaken in Nebraska within the past five (5) years similar in scope and size of this project. All reference projects must be identified with a contact person and telephone number and a project budget.

The PSP will be required to carry professional liability insurance in the amount of at least \$1,000,000.

The PSP must submit evidence of its capabilities, financial condition, staffing levels, firm background, etc.

#### **Minimum Qualifying Criteria**

The PSP will have a minimum of five (5) years experience providing design services for building repairs and construction with a minimum of three (3) projects of similar size and scope for a municipality or county. PSP must be licensed in the appropriate discipline(s) to do business in the State of Nebraska and all personnel assigned to this project must have the appropriate licenses, certifications and/or designations required to perform their assigned tasks. The PSP

must have a working knowledge of the Nebraska Engineers and Architects Regulation Act (Revised Statutes of Nebraska 81-3401 through 81-3455), as well as the adopted Building Code of the City of Sidney at the time of the project and other associated law relative to government building design and construction.

**COMPARATIVE EVALUATION CRITERIA**

The following criteria will be used to evaluate proposals, however, these criterion will not be the sole deciding factor on the selection of a PSP. The PSP that is awarded this project must also demonstrate dedication to the project/community/City, willingness to work with City Staff and vision among other intangible qualities that cannot be quantified. Each criterion will be given a rating as follows:

8-10 points	Highly Advantageous
5-7 points	Advantageous
1-4 points	Not Advantageous
0 points	Unacceptable

1. **Related Experience on projects over the last 5 years**

Extensive related experience (more than 4 projects)	Highly Advantageous
Some related experience (1 – 3 projects)	Advantageous
Little experience (no projects)	Not Advantageous

2. **Related Experience of PSP in Facility Upgrade with last 5 years**

Extensive related experience (more than 10 projects)	High Advantageous
Some related experience (5 – 10 projects)	Advantageous
Little related experience (1 – 4 projects)	Not Advantageous
No related experience (no projects)	Unacceptable

3. **Related Experience of PSP’s Project Manager**

Extensive related experience (more than 10 projects)	Highly Advantageous
Some related experience (5 – 10 projects)	Advantageous
Little related experience (1 – 4 projects)	Not Advantageous
No related experience (no projects)	Unacceptable

4. **Experienced Staff in Related Projects and PSP Capacity to Provide Services within timeframe set in this RFQ**

Extensive staff experience/capacity	Highly Advantageous
Some staff experience/capacity	Advantageous
Little staff experience/capacity	Not Advantageous
No staff experience/capacity	Unacceptable

5. **Professional Service Fees**

This is an RFQ for professional services and as such, is not driven by or awarded based on the low bid (amount of fees charged for the service(s) provided), however the fee amount will be considered in evaluating the received proposals. PSP's should provide an itemized list of fees associated with executing the tasks listed in the RFQ.

**REQUIRED CERTIFICATES**

Bidder(s) must execute Certificates of Non-Collusion and Tax Compliance. These certificates must be submitted with the proposal. Additionally, the proposal shall include a certificate stating that "The undersigned certifies that the PSP is familiar with the area, the project background, its conditions and has thoroughly reviewed the Request for Qualifications (RFQ)".

**Questions, Addendum or Proposal Modification**

Questions concerning this RFQ must be submitted in writing to:

City of Sidney  
Geri Anthony – City Clerk  
RFQ for Design Services – Feasibility Study – Sidney Police Department  
PO Box 79  
Sidney, NE 69162

All inquiries received four (4) or more days prior to the opening will be considered. Questions may be delivered, mailed, E-mailed or faxed. Written responses will be E-mailed (or mailed in the case of documents not available electronically) to all PSP's on record as having obtained the RFQ.

If any changes are made to this RFQ, an addendum will be issued. Addenda will be issued by mail or E-mail to all PSP's on record as having obtained the RFQ.

All proposals submitted in response to this RFQ shall remain firm for ninety (90) days following the bid opening. If a contract is awarded, it shall be awarded within ninety (90) days after the opening. The time for award may be extended up to forty-five (45) additional days by mutual agreement between the City and the selected responsive and responsible applicant.

An applicant may correct, modify or withdraw a proposal by written notice received by the City prior to the time and date set for opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_\_". Each modification must be numbered in sequence and must reference the original RFQ. After opening, an applicant may not change any provision or the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the applicant allowed to correct them.

### **Project Timetable**

The following is a projected timetable. It can be adjusted as needed in the event a phase is completed in a timely manner that warrants moving forward to the next phase.

January 4, 2013	Advertise Request for Qualifications
January 18, 2013	PSP Written Question Deadline
January 22, 2013	Response to PSP Questions due
January 31, 2013	Final Proposals Due
February 1, 2013	Opening of Proposals
TBD	Review/Evaluate RFQ Responses and Announce Award
TBD	Notice to Proceed from City Council
TBD	Conduct Feasibility Study/Preliminary Design
60 days from Notice to Proceed	Deliverables Due
TBD	Public Meetings

### **Miscellaneous**

The PSP shall maintain worker's compensation for all employees in accordance with Nebraska State Law. The PSP shall deposit evidence of such insurance prior to commencement of the project. The PSP shall certify to the City that the PSP is an Equal Opportunity Employer. The PSP shall be solely responsible for all claims of whatever nature arising out of the rendering of services by the PSP during the term of this proposal and the PSP shall indemnify and hold the City harmless against the same to the extent permitted by law. The selection of the successful PSP shall be made without regard to race, sex, age, religion, political affiliation or national origin.