

ADDENDUM NO. 1

CITY OF CASPER POLICE / FIRE-EMS FEASIBILITY & NEEDS STUDY



ADDENDUM ISSUE DATE: November 20, 2018

PROPOSALS DUE: November 29, 2018 by 4:00 pm

1. A Site Visit and Pre-Proposal Meeting was held on November 8, 2018 at the City Hall Downstairs Meeting Room. A list of attendees is attached. The meeting and tour was not mandatory. The items in this addendum are provided as clarifications and answers to questions that were asked at this meeting. The items shown below are in no particular order and do not necessarily follow the order of discussion held at the Pre-Proposal Meeting.
2. A brief summary of the RFP and timeline reminders was given by Lisa Hubbard:
 - a. Professional Fee: Provide a separate fee proposal submitted in a separate sealed envelope, with the submission of the proposal response. As a correction, the fee is to be an all-inclusive **lump sum** price, rather than a not-to-exceed maximum price. Clarification - All respondents are asked to provide an approximate fee allocation for each task listed under the scope of services, identified as Tasks 1A, 1B, 2A, 2B, 3, 4, and 5. This breakdown is for information only.
 - b. Proposal Format: Clarification – The proposal is to contain no more than 20 individual sheets of letter size 8 ½" x 11" paper, printed double-sided, for a maximum of 40 printed pages. The cover page, back page and letter of interest do not count in the total 20 individual sheets of paper.
 - c. The due date for each proposal submission is November 29, 2018, received by 4:00pm, delivered, mailed or shipped to the attention of Captain Shane Chaney at the address shown in the RFP.
 - d. A clarification was given that the selection of the top three firms is based on the total points given from the selection criteria shown in the RFP. After the top three firms are identified, only these three fee envelopes will be opened for review of the selection team. The fees are not used as part of the selection process.
 - e. The addendum will be posted on the City's RFP website and will not be provided individually to anyone. It is the responsibility of each RFP holder to download the addendum on or after November 20, 2018.
3. Funding for this Study is in place and available. A maximum of \$300,000 has been set aside from the current One-Cent funding under allocations for fiscal year 2019 (July 2018 – June 2019) .
4. Funding for the implementation of the recommendations of the Study has not been completely identified, as the amount required must come out of the Study. The current City budget for fiscal year 2020 (July 2019 – June 2020) includes \$6,750,000 for the project, but the money has not been allocated yet. It is understood that the project will require further funding, but no other sources have been discussed to date.
5. Schedule for completion of the Study: Police Chief McPheeters mentioned that although the timeline in the RFP states that the planned completion of the study is shown as August 30, 2019, it may be advantageous for the completion date to be moved up earlier for the City's budgeting process. This will be negotiated with the successful firm upon mutual agreement.
6. Police Chief McPheeters mentioned that the study must plan for a minimum of 25 years into the future.
7. All are reminded that the Scope of Services under Tasks 1A and 2A, sub-item 4, require the successful firm to organize and assist in obtaining public and community comments and/or information. It is up to the consultant to determine the most appropriate method of communication. Any costs for this task are to be included in the overall fee.

ADDENDUM NO. 1

CITY OF CASPER POLICE / FIRE-EMS FEASIBILITY & NEEDS STUDY



ADDENDUM ISSUE DATE: November 20, 2018

PROPOSALS DUE: November 29, 2018 by 4:00 pm

8. There are no Cad drawings available for any of the facilities that are currently used by the Police and Fire-EMS departments, except the new Fire-EMS station nos. 2, 3, 5 and 6. Original construction documents for the Hall of Justice in hard copy and some in pdf format are available. Any documents found will be provided to the successful planning firm.
9. It was clarified due to a question asked, that respondents are to submit one (1) bound original signed proposal and six (6) bound proposal copies and one digital pdf copy on a USB thumb drive, as the RFP states.
10. A question was asked if some level of floor plans are expected in the final study. It is clarified that the RFP states that graphic conclusions (Task 2B) are required. It is not expected that detailed floor plans are necessary, as this study does not include the final design and to provide too detailed of space layouts in floor plan format may be premature at this time. Chief McPheeters commented that this study is to be the guiding document used by the City Council, other elected officials, the public, City staff, etc. so must prepared with appropriate graphic visualization.
11. It was asked if a real estate agent or developer was expected to be a team member of the successful firm. Clarification was provided that it is not expected or desired to have a real estate professional involved at this time. It will be necessary for any potential site acquisitions to be identified and budget costs included.
12. A question was asked as to the maintenance and storage of Police and Fire vehicles. The police department utilizes approximate 180 patrol cars and passenger vehicles. Secure parking will be a requirement. Maintenance on all departments vehicles is handled through the City maintenance garage.
13. It was asked if there are future City population figures or census predictions available. There are no specific City of Casper sponsored studies that address just the population or census predictions, but it would be expected of the successful consultant to review any available information on the subject, if deemed necessary. The most recent study completed by the City of Casper is the *Generation Casper Comprehensive Plan* published Summer 2017.
14. This study does not include the planning for a firing range, driving course or detention/jail facilities.
15. The evaluation committee to determine the shortlist of the proposals received will include representatives of the Police, Fire-EMS, Public Services departments and the RFP consultant.

End of Addendum No. 1