

REQUEST FOR PROPOSALS

**Phase 1 Feasibility Studies
and Space Needs Assessment**
for a New Police Department Headquarters
and Fire-EMS Administration &
Headquarters Station No. 1

RFP Issue Date: October 10, 2018
Proposal Submittal Deadline: November 29, 2018 / 4:00pm

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REQUEST FOR PROPOSALS

PHASE 1 FEASIBILITY STUDIES AND SPACE NEEDS ASSESSMENT FOR A NEW POLICE DEPARTMENT HEADQUARTERS AND FIRE-EMS ADMINISTRATION & HEADQUARTERS STATION NO. 1

RFP Release Date: October 10, 2018

Proposals will be received by the City of Casper Police Department, 201 North David, Casper, Wyoming, 82601 until 4:00 p.m., local time, November 29, 2018.

PROJECT DESCRIPTION.

The City of Casper, Wyoming is accepting Proposals for a qualified professional firm to conduct a feasibility study with a space needs analysis that evaluates current and future needs of the Casper Police Department and Fire-EMS Department Administration Headquarters and Station No.1. The purpose of the study is to define the current conditions and anticipated needs of both departments and the assessment of the practicality for what is seen as two options each for both departments. The options to be studied for each department are: 1) remain in the municipal campus setting and provide additions/remodels to current locations and 2) relocate the departments to new sites within proximities appropriate for the utmost functionality.

The current need for the Police Department is to accommodate all Police Department operations in one location. The Fire-EMS Station No. 1 is a replacement station serving the downtown and adjacent area and must be located within a specified region of the city. The Fire-EMS administration offices and community risk reduction department is desired to be co-located with Station No. 1. The study and assessment are to include security related features and needs specific to provide effective and efficient Law Enforcement and Fire-EMS operations with adaptability for the future.

The intention is for the City of Casper, along with the results and recommendations of this study and assessment, to come to conclusion as to the best and most effective solution(s) and locations for both departments. Upon completion of this Phase 1 scope of services and depending on the availability and timing of funds and schedule, it is intended to proceed with subsequent phases which will include pre-design, design, construction documents and construction administration of the solution agreed upon under Phase 1 for either both or one departments.

BACKGROUND

Casper, Wyoming, located in the eastern portion of Natrona County is the county seat, incorporating an area of 27.25 square miles with a population of 59,324 (2016 census). Casper is located in east-central Wyoming at the foot of Casper Mountain, the north end of the Laramie Mountain Range, along the North Platte River. In 2010, Casper was named the highest-ranked family-friendly small city in the West, and ranked eighth overall in the nation in Forbes magazine's list of "the best small cities to raise a family."

The City of Casper operates under the Council-Manager form of government, with a nine-member City Council. The City Council appoints the City Manager and City Attorney. The City is organized into departments that provide a full range of municipal services, including police, fire, public services, community development, and administration. The City’s Fiscal Year 2019 budget (July 1 – June 30) is \$148,786,365.

Casper Police Department

The Casper Police Department is a mid-sized police organization of approximately 150 personnel, and is responsible for all municipal law enforcement operations, actions, and activities within its jurisdictional boundaries of Casper. Led by the Chief of Police, who reports to the City Manager, the Department is organizationally structured into three major subordinate commands: Field Operations Bureau, Investigative Services Division, and Police Support Services Bureau. These subordinate commands execute the totality of police operations, including Patrol, Criminal Investigations, Traffic and Parking Enforcement, Victim Services, Police Records, Property and Evidence Management, Fleet Management, Public Safety Communication Center, and other duties and responsibilities that are required for proper execution of law enforcement functions and mission accomplishment.

The Police Department current operations occupies approximately 46,260 sf within four (4) separate buildings as follows:

Headquarters: Hall of Justice 201 N. David St. (leased from Natrona County)

Basement:	9,400 sf
1 st Floor:	16,700 sf
2 nd Floor:	1,260 sf
<u>5th Floor:</u>	<u>200 sf</u>
TOTAL:	27,560 sf

Public Safety Communication Center: Separate leased space in east Casper: 6,500 sf (approximately 4 miles distance from current Hall of Justice headquarters)

Training/Support Services: City Center Building: 7,200 sf
100 W. B Street (West B and Market Streets)

Storage: 342 Market St.: 5,000 sf

Casper Fire-EMS Administration & Headquarters Station No. 1

The Casper Fire-EMS Department is organized into two primary divisions: 1) Operations/Training and 2) Community Risk Reduction. Currently, operations are conducted out of five Fire Stations spread throughout the City with a minimum staffing of 18 personnel on duty each day. Five Engines companies, one Truck, one Rescue and one Command Vehicle are in service all day, every day to the citizens and visitors of the City of Casper. In addition to structure fire responses, Casper Fire-EMS fire engines respond to medical emergencies and non-emergencies, various rescue incidents, as well as hazardous material incidents. Operations Division firefighters are also involved with teaching fire safety in Casper’s schools, inspections of numerous Casper area businesses, as well as many other calls for public service.

The training and personnel division provides for the education and wellness of all firefighters within the organization. This division is responsible for hiring, promotional testing, and disciplinary action. Training responsibilities are coordinated through a training captain.

The Community Risk Reduction division is responsible for fire and life safety inspections as well as public education efforts. Currently there are three community risk reduction officers working in this division.

The Fire-EMS Department current operations occupies approximately 59,830 sf within seven (7) separate buildings as follows:

Administration, Training and Community Risk Reduction:	City Center Building:	3,600 sf
	100 W. B Street	
Stations:	Station 1: 200 W. 1 st Street	10,605 sf
	Station 2: 4000 S. Coffman Ave.	8,890 sf
	Station 3: 2140 E. 12 th Street	12,200 sf
	Station 5: 555 Landmark Drive	9,086 sf (under construction)
	Station 6: 185 Valley Drive	12,250 sf
Storage:	342 Market St.:	3,200 sf

SCOPE OF SERVICES

Overview

The scope of services required includes evaluating the current conditions and anticipated needs of both the Police Department and the Fire-EMS Administration and Station No. 1. Consultants are to ultimately provide the assessment and practicality for potential options for both departments. The options to be studied and presented for each department are: 1) remain in the municipal campus setting and provide additions/remodels to current locations; 2) relocate the departments to new sites within proximities appropriate for the utmost functionality; and 3) a combination of one department or the other remaining within the municipal campus while relocating one department or the other to a new location.

1. Police Department:

Task 1A:

Operational and Physical Evaluation of Current Conditions and Space Needs Assessment

1. Evaluate the existing building and exterior spaces, including parking, of the current Police Department facilities, identifying both physical and operational issues of space quality, layout and detail.
2. The analysis of existing space is to include graphically illustrated site and floor plans identifying areas that do not meet current recommendations and guidelines for law enforcement design as well as all deficiencies of items such as, but not limited to, life-safety (building codes), technology, adjacencies, electrical power, IT, HVAC, plumbing, building systems and security.

3. Conduct interviews with Police Department representatives to discuss current and future staffing projections and confirm organizational structure. Additional progress meetings with city staff shall also be considered.
4. Organize and assist in obtaining public and community comments and/or information, as mutually agreed upon between the City of Casper and the Consultant.
5. Conduct interviews with Police Department representatives to determine space requirements, including consideration for department and community growth
6. Consultants shall use a nationally recognized system of space evaluation using resources from organizations such as The International Association of Chiefs of Police (IACP) or The Commission on Accreditation for Law Enforcement Agencies, Inc (CALEA) The consultant is to utilize their own experience and expertise to determine the space required for each department.
7. A total space needs program shall be developed and presented in matrix or spreadsheet format for both current and future space needs projections.
8. The space needs program shall be comprehensive with square foot tabulations of individual spaces, sub-totals, circulation factors and overall gross square footage.
9. Provide site requirements, including lot size recommendations, and required site elements, including but not limited to parking, security, lighting, access, etc.

Task 1B: Feasibility Studies

1. Provide graphically represented conclusions, including, but not limited to, internal division adjacencies, overall building adjacencies and site adjacencies. It is required to provide a minimum of two illustrated documents. One for the Police Department to stay within the municipal campus setting and one to relocate the department to a new location. Each study is to document, at a minimum, if the option is technically and physically feasible, economically justifiable and worth the investment.

2. Fire-EMS Administration and Headquarters Station No. 1:

Task 2A:

Operational and Physical Evaluation of Current Conditions and Space Needs Assessment

1. Evaluate the existing building and exterior spaces, including parking, of the current Fire-EMS Administration Headquarters facilities and Station No. 1, identifying both physical and operational issues of space quality, layout and detail.
2. The analysis of existing space is to include graphically illustrated site and floor plans identifying all deficiencies of items such as, but not limited to, amount of space, life-safety (building codes), technology, adjacencies, electrical power, IT, HVAC, plumbing, building systems and security.
3. Conduct interviews with Fire-EMS representatives to discuss current and future staffing projections and confirm organizational structure. Additional progress meetings with city staff shall also be considered.
4. Organize and assist in obtaining public and community comments and/or information, as mutually agreed upon between the City of Casper and the Consultant.
5. Conduct interviews with Fire-EMS Administration representatives to determine space requirements, including consideration for department and community growth
6. The consultant is to utilize their own experience and expertise to determine the space required for each division within the Fire-EMS Administration.

7. A total space needs program shall be developed and presented in matrix or spreadsheet format for both current and future space needs projections.
8. The space needs program shall be comprehensive with square foot tabulations of individual spaces, sub-totals, circulation factors and overall gross square footage.
9. Provide site requirements, including lot size recommendations, and required site elements, including but not limited to parking, security, lighting, access, etc.

Task 2B: Feasibility Studies

1. Provide graphically represented conclusions, including, but not limited to, internal division adjacencies, overall building adjacencies and site adjacencies. It is required to provide a minimum of two illustrated documents. One for a new Fire-EMS Administration Headquarters attached to a new replacement Station No. 1 staying within the municipal campus setting and one to relocate the headquarters and Station No. 1 to a new location within the appropriate response time required. Each study is to document, at a minimum, if the option is technically and physically feasible, economically justifiable and worth the investment.

Task 3: Opinion of Probable Costs – Anticipated Budgets

1. Provide a conceptual Opinion of Probable Costs for each of the solutions presented from Tasks 2A and 2B. The Opinions are to reflect construction estimates and costs expected to be experienced in Casper and the immediate region and are to include documented escalation factors as necessary. The overall budgets are to include construction, land acquisition, Owner purchased items (FF&E, etc.), fees and soft costs, and both construction, design and Owner contingencies.

Task 4: Anticipated Schedule and Phasing

1. For each solution presented from Tasks 2A and 2B, provide the anticipated overall schedule. The schedule is to include the timeline for land acquisition, design, construction document preparation, procurement, construction and occupancy.
2. Outline the anticipated planning and construction phasing that may be required for each solution.

Task 5: Formal Presentation

1. Prepare, coordinate and provide a formal presentation of the study and recommended solution(s) to the City Council, City Staff and Police/Fire-EMS Departments.

DELIVERABLES

Provide tabbed, spiral bound reports in 8 ½ x 11 or 11 x 17 formats or a combination of both, double sided, with page numbers and table of contents. Provide 10 completed sets in hard copy format and one electronic version in pdf format.

PROFESSIONAL FEES

In submitting a proposal for this project, the consultant shall prepare and enclose **In A Separate Sealed Envelope** a **Total All-Inclusive Not To Exceed Maximum Price**. The cost proposal is to contain all pricing information relative to performing the scope of work as described in this RFP. The total all-inclusive maximum not to exceed price is to contain all direct and indirect

costs including all out-of-pocket expenses. Provide a budget (for information only) for each task for the entire scope of services. The cost proposal should be inclusive of all meetings, conference calls, site visits and deliverables and expenses.

TIMETABLE

RFP Issued	October 10, 2018
Site Visit *	November 8, 2018 at 10:00 am
Deadline for submitting questions by email	November 16, 2018 by 5:00 pm
City’s deadline for responding to questions	November 20, 2018 by 5:00 pm
Proposal Submittal Deadline	November 29, 2018 by 4:00 pm
City’s deadline for shortlisting 3-5 proposals	December 13, 2018
Interviews – week of	January 14, 2019
Notify selected firm	January 18, 2019
Scope of work complete	August 30, 2019

* A one-time only, non-mandatory, Site Visit is scheduled at 10:00 am Thursday, November 8, 2018. Representatives from the Police and Fire-EMS Departments will provide a brief overview of the scope of the work covered by this RFP, conduct a tour of the existing facilities, and answer questions. All are to meet in the lobby of the City Hall, 200 North David Street, Casper, Wyoming.

There will be no other individual tours or separate information provided to respondents (other than through written e-mailed questions and/or addenda) from the City of Casper or Police/Fire-EMS Departments. Please DO NOT call, as it is important and fair for all respondents to receive the same information at the same time.

CONTRACT

The Consultant will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, subcontracts, duties of the consultant, termination of the contract, ownership of material, changes, EEO, ADA, submission of material, and obligations of the City.

FORMAT FOR PROPOSAL

The Consultant shall be responsible for preparing an effective, clear, and concise proposal. The Consultant shall submit one (1) bound original signed proposal, six (6) bound proposal copies and one digital pdf copy on a USB thumb drive. The proposal shall contain no more than 20 double sided pages. A cover page, back cover and Letter of Interest do not count in the total 20 maximum pages.

The following information shall be included:

1. Letter of Interest: Include a one page signed cover letter expressing the Consultant’s interest in being considered for the project. Include a statement regarding the consultant’s availability to dedicate time, personnel, and resources to this effort. The letter of interest must include a commitment to the availability of the Consultant, all key project staff and subconsultants to provide specified services.
2. Project Team: Include the firm names, disciplines, address, contact information and key personnel of the prime consultant and all subconsultants proposed for this project. Include information about their specific relevant experience and qualifications.
3. Project Manager: A Project Manager must be designated and must be the principal contact for the project. Provide information on the experience of the Project Manager (on similar projects) and at least two references with contact information.
4. Work Plan and Approach: Discuss your team’s understanding of the proposed project and scope of services. Describe your approach to completing the project including, but not limited to, methodologies, technologies, key milestones and processes you would employ. Describe what information you would expect the City to supply or be responsible for.
5. Relevant Experience: Please include information describing the Consultant’s and subconsultant’s experience that pertains to the disciplines described in the scope of work of this RFP, including studies for public agencies and municipalities. Provide a minimum of five (5) specific examples of the Consultant’s relevant and similar experience with feasibility and space needs assessments of similar size, scope, and complexity. Include the agency or municipality, contact person, address, phone number, e-mail for whom the service was provided, as well as a description of the service performed, the approximate dollar amount of the contract, and the date of performance.

SUBMISSION OF PROPOSAL

Proposals submitted by facsimile or emails are not acceptable and will not be considered. The original signed proposal, six (6) duplicates and one (1) digital pdf version on a USB thumb drive are to be submitted in a sealed package with the name of the Consultant and RFP titled “Feasibility Study & Space Needs Assessment for Casper Police and Fire-EMS Depts.” clearly marked on the outside of the package. **A separately sealed envelope titled “Cost Proposal of (firm name)” shall be included within the larger sealed envelope.**

The Proposal shall be received by the Casper Police Department **by 4:00 p.m.** local time on **November 29, 2018** for a proposal to be considered. The Proposal should be addressed as follows:

**Captain Shane Chaney
Casper Police Department
201 North David Street
Casper, WY 82601**

SELECTION

The selection of the consulting firm will be based upon the following items and point totals (50 points total):

1. Adherence to proposal format (5 pts)
2. Project team qualifications (7.5 pts)
3. Team management/organization (7.5 pts)
4. Demonstrated experience with planning and assessments within the municipal and public sector (15pts)
5. Project understanding and approach (10 pts)
6. Community involvement of the primary firm. (5 pts)

A minimum of three (3) firms will be interviewed by City staff and representatives of the Police and Fire-EMS Departments on the basis of the proposal submittals. Upon completion of these interviews, one firm will be selected on the basis of their qualifications and fee.

The procedure for considering the priced proposal will be that a minimum of the top three (3) firms will be chosen based on the above qualifications-based criteria, excluding consideration of the fee proposal.

Upon selection of the top three to five (3-5) firms, the fee proposals for these firms shall be opened and summarized prior to interviews. Fee proposals for Consultants not shortlisted shall be returned unopened to the Consultant. No prospective proposer shall withdraw his proposal or fee for a period of sixty (60) days after the deadline for proposal submittals.

In making a proposal, the Consultant hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals and make a recommendation to the City Council for approval.

GENERAL

1. A separate RFP to select an architectural firm for subsequent phases may be issued at a later date. The firm that receives this contract award from this RFP may be considered for the subsequent phase(s) of architectural design and construction administration services.
2. This RFP is intended to provide a concise set of instructions to guide proposers through the development of proposals.
3. Proposals must be responsive to the City's request. The City shall determine the most responsive and qualified consultant providing the best service at the most reasonable cost. Cost alone will not be the determinative factor.
4. In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be posted on the City of Casper RFP and Public Notices webpage <http://www.casperwy.gov/cms/One.aspx?portalId=63067&pageId=84772>. The City reserves the right to change submission date(s) or other requirements for any reason, including

providing Addenda or Supplements to the RFP.

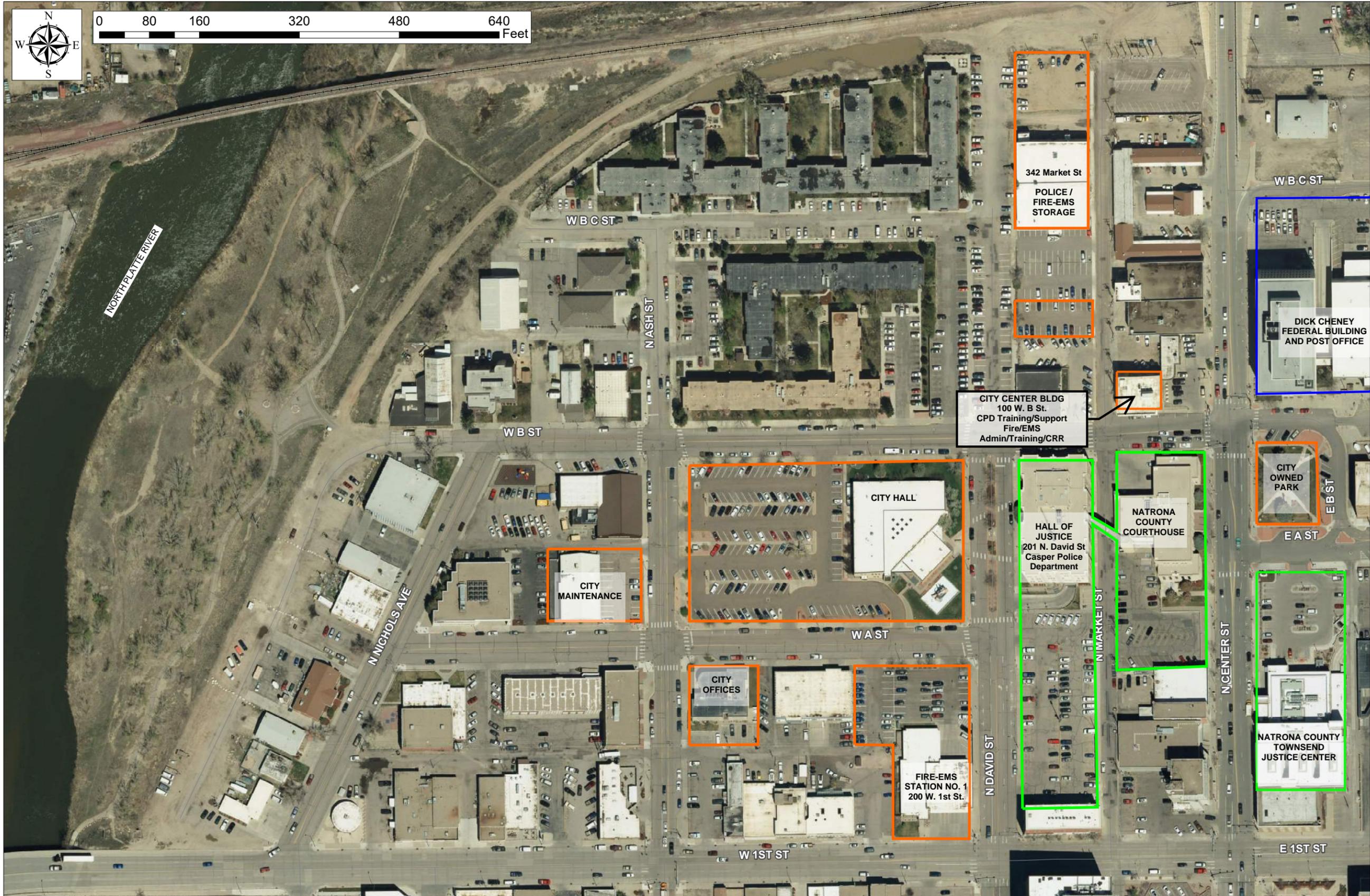
5. Late proposals will not be accepted. It is the responsibility of the Consultant to ensure that the proposal arrives prior to 4:00 p.m., local time, November 29, 2018.
6. The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper. This request for proposals does not obligate the City to award a contract or complete the project and the City reserves the right to cancel the solicitation if deemed in its best interest.
7. All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Consultant at the City's option. Responses may be reviewed by any person after the final award has been made. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.
8. The City of Casper is not liable for any costs incurred by the Consultant prior to issuance of an agreement, contract, or purchase order.
9. The contents of the proposal of the successful Consultant may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.
10. The City of Casper reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments.

QUESTIONS

All questions or requested clarifications regarding this RFP must be submitted in writing via e-mail prior to 5:00 pm on November 16, 2018. There will be no verbal answers or clarifications given either in person or via telephone, other than at the Site Visit. All answers, clarifications or explanations will be issued in an addendum document no later than 5:00 pm on November 20, 2018, posted on the City of Casper RFP and Public Notices webpage <http://www.casperwy.gov/cms/One.aspx?portalId=63067&pageId=84772>.

Address all questions or requests for clarifications to:

Captain Shane Chaney
Casper Police Department
schaney@casperwy.gov



CITY OWNED PROPERTY

NATRONA COUNTY OWNED PROPERTY

FEDERAL OWNED PROPERTY

CITY OF CASPER MUNICIPAL CAMPUS