



REQUEST FOR PROPOSALS

FEASIBILITY STUDY, SPACE NEEDS ASSESSMENT AND ARCHITECTURAL DESIGN SERVICES FOR A NEW POLICE AND FIRE-EMS PUBLIC SAFETY BUILDING

Statement of Purpose

The City of Forest Park is seeking proposals for professional services that will include a feasibility study; space needs assessment and all architectural design and engineering services necessary to have complete construction drawings and specification documents, which are ready for construction of a Public Safety Facility which houses the Police and Fire-EMS Departments to be located at 330 Forest Parkway (4.16 ac.) and 371 Central Avenue (1.23 ac.). Once construction designs, plans, and specifications are prepared, the city will separately seek bids for a general contractor for the construction services.

General information on City of Forest Park

Located nine miles south of Atlanta and five miles directly east of Hartsfield-Jackson Atlanta International Airport, Forest Park is the largest city in Clayton County and centrally located in the northern part of the County. It is bordered on the west by I-75, to the north by the Mountain View/Conley areas and I-285, and to the southeast by Lake City and Morrow. Jonesboro, the county seat, is located directly south from Forest Park. Clayton County is included in the Atlanta Metropolitan Statistical Area and the ten county Atlanta Regional Commission (ARC). The city has a population of approximately 19,823.

The city manager is delegated the responsibilities for the ongoing operations of the city, City Council relations, strategic planning, policy research and implementation, oversight of boards and commissions, performance management, and general city administration.

Forest Park Police Department

The City of Forest Park Department of Police Services deliver effective and responsive law enforcement service to all citizens in a fair and equitable manner. As an integral part of the community, the department is committed to communicate with those they serve and join with them in establishing priorities to enhance the quality of life for the entire community.

The Forest Park Police Department provides numerous special services that include: Special Operations, Criminal Investigations, Community Oriented Policing, Crime Scene Investigations, and Federal Task Force Assignments. New officers are assigned to one of four patrol teams and work 12 hour shifts with alternating days off. All uncertified police officers are required to complete Basic Mandate Training prior to being assigned to a 3-month Field Training Program. The Police Department has 104 current employees and 20 vacancies. Current operations occupy approximately 52,002 sf.

Forest Park-Fire and Emergency Services

The department is responsible for preparing for, responding to and mitigating incidents involving fires, emergency medical care, heavy rescue, vehicle extrication, confined spaces, building collapses, rope rescue, hazardous materials, biological, radiological, nuclear and explosives. Coupled along with all these areas of response are prevention efforts, safety education, citizen involvement and many other efforts to keeping our homeland safe. The Fire Department has 65 current employees and 6 vacancies.

Fire-EMS Department Current Operations Occupy

Approximately 8,000 sf for Station I

Approximately 8,000 sf for Station II

Approximately 10,000 sf for Station III

Scope of Services

Overview

The city seeks to employ a firm with experience in designing public safety facilities, by a core team (project leadership, architect, and designer) with a successful history working together on the same or similar types of projects. Interested teams must have designed two or more similar public safety facilities in the last five years and the personnel assigned to the project shall have direct experience with Public Safety (Police, Emergency Services, and Fire) facility design.

The scope of services required includes evaluating the current conditions and anticipated needs of both the Police and the Fire-EMS Administration, and specific conceptual drawing that detail engineering and construction drawings that will serve as the basis for bidding and construction by a general contractor.

Task 1: Operational and Physical Evaluation of Current Conditions and Space Needs Assessment

1. Evaluate the existing buildings and exterior spaces, including parking, of the current Police and Fire-EMS facilities, identifying both physical and operational issues of space quality, layout and detail.

2. Conduct interviews with Police Department and Fire-EMS representatives to determine space requirements, discuss current and future staffing projections and confirm organizational structure. Additional progress meetings with city staff shall also be considered.
3. Organize and assist in obtaining public and community comments and/or information, as mutually agreed upon between the City of Forest Park and the Consultant.
4. 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), International Association of Fire Chiefs, United States Fire Administration, American Institute of Architects, Center for Public Safety Excellence. The consultant is to utilize their own experience and expertise to determine the space required for each department.
5. A total space needs program shall be developed and presented in matrix or spreadsheet format for both current and future space needs projections.
6. The space needs program shall be comprehensive with square foot tabulations of individual spaces, sub-totals, circulation factors and overall gross square footage.
7. Provide site requirements, including lot size recommendations, and required site elements, including but not limited to parking, security, lighting, access, etc.

Task 2: Opinion of Probable Costs – Anticipated Budgets

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

Task 3: Anticipated Schedule and Phasing

1. Provide an anticipated overall schedule. The schedule is to include the timeline for design, construction document preparation, procurement, construction and occupancy.
2. Outline the anticipated planning and construction phasing that may be required.

Task 4: Architecture Design and Construction

For the execution of this project, the successful firm is to provide services in each of the following phases: Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration. The responsibilities of the firm include, but are not limited to:

1. The facilities study and space needs analysis including a verification of site confirmation for the proposed location.
2. Develop plans and specifications to meet all applicable building codes.

3. Review plans and specifications in detail with the Planning, Building and Zoning Department, the Design Review Committee and authorities having jurisdiction.
4. Analyze opportunities for energy efficiency in the design process.
5. List the specification, coordination and pricing of soft costs (furniture, fixtures, and equipment) as an alternate fee in the proposal.

Task 5: Formal Presentation

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 one (1) bound original signed proposal, six (6) 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.

RFP Timeline

| <u>Actions</u> | <u>Dates</u> |
|---|---------------------|
| RFP Issued | May 18, 2020 |
| Site Visit * | May 28, 2020 |
| Deadline for submitting questions by email at 5PM | June 22, 2020 |
| City's Deadline for responding to questions | June 26, 2020 |
| Proposal Submittal Deadline | July 13, 2020 |
| City's deadline for shortlisting 3-5 proposals | July-August 2020 |
| Interviews | August 2020 |
| Notify selected firm | August 2020 |
| Contract Negotiations | September 2020 |

| | |
|----------------------------|----------------|
| Contract Prepared | September 2020 |
| Mayor and Council Approval | October 2020 |
| Work Begins | October 2020 |

* A one-time only, non-mandatory, Site Visit is scheduled May 28, 2020. 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 Department of Police Services' Lobby at 320 Cash Memorial Blvd., 9:00 a.m. No individual tours are scheduled or separate information provided to respondents (other than through written e-mailed questions and/or addenda) from the City of Forest Park 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 sub-consultants to provide specified services.
2. **Project Team:** Include the firm names, disciplines, address, contact information and key personnel of the prime consultant and all sub-consultants 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 sub-consultant’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.

Submittal Requirements

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 and Architectural Design Services for Forest Park Police and Fire-EMS Department Public Safety Building.” clearly marked on the outside of the package. **A separate sealed envelope titled “Cost Proposal of (firm name)” shall be included within the larger sealed envelope.**

The Proposal shall be delivered to Forest Park City Hall by 5:00 p.m. local time on July 13, 2020, for a proposal to be considered. The Proposal should be addressed as follows:

**City of Forest Park
Attn: James Shelby, Interim Planning Director
745 Forest Parkway
Forest Park, GA 30297**

Do not submit proposals to any other person or location by any other method.

Evaluation Criteria

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 (15 pts)
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 based on the proposal submittals. Upon completion of these interviews, one firm will be selected based on 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 (3) three 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.

The Respondent selected for an award will not necessarily be the lowest bidder. Rather, the selection will be based upon the proposal that is responsive, responsible, and the most advantageous to the city, as determined by the city in its sole discretion. The city intends to award a contract, subject to the terms of this RFP, to the best overall valued firm. Firms will be prioritized based on experience and performance, current performance capability, fees, and other criteria as outlined in this document. The city anticipates that all firms will have a fair and reasonable opportunity to provide service.

The city reserves the right to add/delete/modify criteria or times, via an addendum, if it is in the city's best interest, as determined by the city in its sole discretion.

Award Criteria

Issuance of this RFP does not compel the city to award a contract. The city reserves the right to reject any or all proposals wholly or in part and to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The city reserves the right to request clarification or additional information. The city reserves the right to award a contract, to resolicit proposals, or to temporarily or permanently abandon the procurement.

Ownership of Proposal

All material submitted regarding this RFP becomes the property of the City of Forest Park 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 Forest Park has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

Release of Claims, Liability, and Preparation Expenses

Under no circumstances shall the city be responsible for any proposal preparation expenses, submission costs, or any other expenses, costs, or damages of whatever nature incurred as the result of a respondent's participation in this RFP process. The respondent understands and agrees that it submits its proposal at its own risk and expense and releases the city from any claim for damages or other liability arising out of the RFP and award process.

Errors in Proposals

The city shall not be liable for any errors in the respondent's proposal. No modifications to the proposal shall be accepted from the respondent after the submittal date and time. The respondent is responsible for careful review of its entire proposal to ensure that all information is correct and complete. Respondents are responsible for all errors or omissions contained in their proposals.

Withdrawing Proposals

Respondents may withdraw their proposal at any time prior to the submittal deadline by submitting a written request to the contacts for RFP inquiries indicated on the submittal guidelines page. The written request must be signed by an authorized representative of the respondent. The respondent may submit another proposal at any time prior to the submittal deadline. No proposal may be withdrawn after the submittal date and time without approval by the city. Such approval shall be based on the respondent's submittal, in writing, of a reason acceptable to the city in its sole discretion.

Addendums

The city reserves the right to issue an addendum to the RFP at any time, for any reason. If any addenda are issued, such addenda shall be issued by the city prior to the time that proposals are received and shall be considered part of the RFP.

Responsible Propers (Respondents)

The city reserves the right to award project contracts only to responsible respondents. Responsible respondents are defined as firms that meet the requirements of this RFP and demonstrate the financial ability, resources, skills, capability, willingness, and business integrity necessary to perform the contract. The city's determination of whether a respondent is a responsible respondent is at the city's sole discretion.

Notification of Award

If the city makes an award as a result of this RFP process, the city will deliver to the selected respondent a notice of selection. The resulting contract shall consist of, but not be limited to, the following:

1. The terms, conditions, specifications, and requirements of this RFP and its attachments
2. The addenda issued by the city pursuant to this RFP
3. All representations (including, but not limited to, representations as to performance and financial terms) made by the respondent in its proposal and during any meeting(s) with the city
4. Any mutually agreed upon written modifications to the terms, conditions, specifications, and requirements to this RFP or to the proposal.

Questions

All questions or requested clarifications regarding this RFP must be submitted in writing via e-mail prior to 5:00 pm on June 22, 2020. 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 June 26, 2020, posted on the City of Forest Park Web Page -Business-Request for Proposals.

Address all questions or requests for clarifications to:

**City of Forest Park
Attn: James Shelby, Interim Planning Director
745 Forest Parkway
Forest Park, GA 30297**



NON-COLLUSION OATH

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned Bidder being duly sworn on oath, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Contractor herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Contractor, or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

He or she further states that no person or person, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

Oath and Affirmation

I hereby affirm under the penalties for perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this day _____ of _____, _____

Authorized Signature for Contractor: _____

Title: _____

Contractor's name (print): _____



Georgia Security and Immigration Compliance Act Affidavit

CONTRACTOR'S AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with [O.C.G.A. 13-10-91](#), stating affirmatively that the individual, firm, or corporation which is contracting with the City of Forest Park, Georgia has registered with and is participating in a federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), in accordance with the applicability provisions and deadlines established in [O.C.G.A. 13-10-91](#).

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Forest Park, Contractor will secure from such subcontractor(s) similar verification of compliance with [O.C.G.A. 13-10-91](#) on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Forest Park at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent Date
(Contractor)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public
My Commission Expire

