

# CITY OF LARAMIE, WYOMING REQUEST FOR QUALIFICATIONS

## Laramie Police Department – Locker Room Renovation Project

July 24, 2019

The City of Laramie is seeking qualified architectural and design firms to renovate the existing men's and women's locker rooms at the Laramie Police Department. Items under general consideration for this project include an evaluation of the existing facility, review of preferred compiled amenities and improvements, schematic design, design development, the provision of construction documents, bid assistance and construction management. This project is funded by a Specific Purpose Optional Tax approved in November of 2018.

### **1.00 INFORMATION**

#### **1.01 CONTACT INFORMATION**

Prospective firms may make inquiries concerning this Request for Qualifications (RFQ) to the contacts below. All communication related to this RFQ shall be directed to the contacts listed below. The consultant should understand that verbal comments may be subject to misinterpretation and are in no way binding on the individual or the City. If questions arise concerning any aspect of this proposal, the consultant should request clarification in writing. A copy of this request, as well as the written response shall be provided to all firms receiving requests for qualifications on the project.

#### **Project Manager**

Gwen Smith, Lieutenant  
Laramie Police Department  
620 Plaza Ct.  
Laramie, WY 82070  
(*physical address*)

P. O. Box C  
Laramie, WY 82073  
(*postal address*)

Telephone: (307)721-3569; Email: [gsmith@cityoflaramie.org](mailto:gsmith@cityoflaramie.org)

#### **Assistant Project Manager**

Robert Terry, Assistant Chief of Police  
Laramie Police Department  
620 Plaza Ct.  
Laramie, WY 82070  
(*physical address*)

P. O. Box C  
Laramie, WY 82073  
(*postal address*)

Telephone: (307)721-3593; Email: [rterry@cityoflaramie.org](mailto:rterry@cityoflaramie.org)

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### 1.02 SUBMITTAL INFORMATION

- A. Three hard copies of the consultant's proposal and one digital PDF should be submitted to the Project Manager at the address shown in Section 1.01.
- B. One price proposal shall be submitted in a separate sealed envelope outlining the scope of services as specified in the RFQ. Hourly billing rates, reimbursable expenses and price schedule for each firm/sub-consultant involved shall be included. A maximum price quote for work must be stated.
- C. A second price proposal may be submitted in a separate sealed envelope specifying any alternatives proposed. This shall be submitted in a similar format to the original price proposal.
- D. The following information should be on the outside of the submittal.

Name of Firm

Request for Qualifications: Laramie Police Department – Locker Room Renovation Project

Due Date: 4:00 PM Local Time, October 25, 2019

- E. Late submittals will not be accepted. It is the responsibility of the Proposer to ensure the proposal arrives to the Project Manager prior to the date and time stated in the RFQ.
- F. The City is not liable for any cost incurred by firms in preparing or submitting a response to this RFQ
- G. All materials submitted regarding this RFQ becomes the property of the City and will only be returned to the Participants at the City's option. Disqualification of a Proposer does not eliminate this right.
- H. The City reserves the right to modify or delete the project. Firms responding to this proposal do so at their own risk and option.
- I. The City of Laramie reserves the right to reject any or all proposals, waive informalities and minor irregularities in the proposals received if deemed in the best interest of the City.

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- J. To be considered for selection, the submittal must bear the signature of the consultant or his authorized representative.
- K. Proposals cannot be withdrawn for a period of ninety (90) days after the date of the proposal opening.
- L. After the successful consultant is selected, the City will negotiate a final contract, scope of services, and contract price based on but not limited to the contents of the consultant's proposal.

### 1.03 PROPOSED SCHEDULE

RFQ Available	<b>20 August, 2019</b>
Mandatory Pre-proposal Meeting	<b>9 September, 2019 – 10:00 AM, Local Time Laramie Police Department 620 Plaza Ct. Laramie, Wyoming</b>
RFQ Submission Deadline	<b>25 October, 2019 – 4:00 PM, Local Time</b>
Interviews (if necessary)	<b>Week of 4 November, 2019</b>
Selection of Top Firm	<b>11 November, 2019</b>
Award of Contract	<b>3 December, 2019</b>
Project Completion	<b>TBD</b>

### 1.04 GENERAL INFORMATION

- A. The successful consultant shall be fully insured as to hold the City harmless from any claims involving the employees or equipment used by the successful consultant and sub-consultants while executing this service. The consultant shall also possess and provide proof of professional liability insurance or errors and omissions liability insurance to protect the City from and all claims arising from consultant's alleged or real professional errors, omissions or mistakes in the performance of professional duties by consultant in an amount not less than one million dollars (\$1,000,000.00) aggregate on a claims made basis for the term of the design and construction plus three years subsequent to construction. The consultant shall provide proof of coverage. The City of Laramie seeks to integrate energy efficiency practices into all construction specifications.
- B. The successful consultant shall furnish all materials, equipment, testing, and labor necessary to complete the required work.
- C. The successful consultant will be required to sign a professional service

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agreement with the City. The agreement will include this request for qualification and the consultant's scope of work.

- D. Final selection of a consultant and issuance of a work contract for any phase of work will be done in accordance with the City's purchasing policy.

### **2.00 PROJECT INFORMATION**

#### **2.01 PROJECT BACKGROUND**

The Laramie Police Department administrative headquarters, located at 620 Plaza Court, in Laramie, was purchased by the City of Laramie in 1998. Prior to that purchase, the Police Department was housed in City Hall, a dilapidated City Annex, and then an abandoned elementary school. The building was originally an open-floor design and when purchased, approximately \$500,000.00 was dedicated to redesigning the building to meet the needs of the PD. The last extensive redesign was completed in 1999.

The administrative headquarters building is used by 47 sworn and 6 non-sworn members of the Department 24 hours a day, every day of the year. It is "home" to the officers and support staff who work for the Department. Department staff work out, change clothing, decontaminate, and train in the building daily.

The locker room facilities were last updated in 1999. New technology, amenities, and staff needs and desires should be evaluated and addressed in this remodel project. Department Project Managers have done extensive research and have clear concepts of the amenities that the Department would like incorporated into the project.

#### **2.02 PROJECT OBJECTIVES**

1. The evaluation of the existing facility phase should include, but not be limited to, site visitation, existing construction document review and evaluation of the plumbing, electrical and mechanical systems servicing the area to be renovated.
2. The review of preferred compiled amenities and improvements phase should include, but not be limited to, consultation with the Project Manager, Assistant Project Manager and the assigned renovation team, special evaluation, cost analysis and product evaluations and specifications.
3. The schematic design phase should include, but not be limited to, simple layout and design of the space to be renovated with minimal renderings.

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4. The design development phase should include, but not be limited to, structural analysis, plumbing, electrical and mechanical system analysis, finishing and fixture selection and a construction estimate.
5. The construction documents phase should include, but not be limited to, the development of construction documents and a project manual with 50% and 95% reviews and the provision of the final construction documents and project manual.
6. The bidding assistance phase should include, but not be limited to, the development of line item bid sheet, development of a bid package, management of a mandatory pre-bid meeting, provision of amendments if required, bid evaluation and selection the preferred contractor.
7. The construction management phase should include, but not be limited to, weekly construction meeting, distribution of minutes, construction review, re-design as needed, final punch list creation and construction completion documentation.

### **2.03 SCOPE OF WORK**

Upon selection of the firm for this project, City staff and the selected firm will negotiate a detailed scope of work to be attached to the sample professional services agreement (Attachment B).

### **3.00 EVALUATION FOR THE PROPOSALS**

Interviews may be held with each firm, which, in the sole opinion of the selection committee, most closely meet the requirements of this RFQ. These interviews may be for the purpose of clarifying the proposal, and obtaining any additional information the City determines would be useful in evaluating the firm. The selection committee shall evaluate each proposal and information collected from references listed in the proposal following the criteria listed in Section 3.0. Each criterion will be scored up to the maximum points listed. The highest scores will indicate the most qualified firms for this Project.

#### **3.01 QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL (50pts)**

Provide client references and resumes of key personnel including the Project Lead, Project Engineer, and any other personnel assigned to the project; list the qualifications and experience of the specific individuals who will be assigned to this project. The following areas are of specific importance to the City of Laramie:

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- List the project tasks and role of the persons involved; list individuals experience with the different aspects of the project scope and objectives together with their qualifications and experience which demonstrate past involvement with similar projects.
- Design and engineering experience with institutional law enforcement locker rooms.
- Experience of key personnel to complete the project objectives.

In outlining qualifications of the individuals assigned to the project, describe the percent and type of work that will be performed by those assigned to each task and include work that is to be subcontracted. Provide relevant information on subcontractors that are proposed for the Project.

### **3.02 REFERENCES FOR FIRM AND PROJECT TEAM (20pts)**

List projects that demonstrate the firm's knowledge, experience and capabilities in institutional law enforcement locker rooms design and construction management that are similar in scope to this project that the firm has served as the Design Firm, and Construction Administrator. For each project, provide:

- Experience with similar projects within Wyoming and the Rocky Mountain area, with references names and phone numbers.
- Listing of staff committed and assigned to the project, including a certification that the work conducted will be supervised by a professional architect licensed in Wyoming.
- Management experienced in maintaining the project schedule and project costs
- Listing of similar projects including the following information:
  - Original project design, cost estimate and final project outcome and cost with reasons for changes in project scope and/or cost.
  - Original project schedule and final project schedule and reasons for changes in schedule.
- Listing of current clients whose interest may compete or conflict with the project described herein and an explanation of the potential conflict.

### **3.03 PROJECT SCOPE AND SCOPE ALTERATIONS (15pts)**

This task will be evaluated by the items listed below.

- Ability of the firm to communicate their project approach.
- Creativity of project approach; how the project integrates into the existing facility and provides the project with the flexibility to meet future of the Laramie Police Department.
- Communicate a familiarity with the existing infrastructure in the facility.

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**3.04 SCHEDULE (15pts)**

This task will be evaluated by the items listed below.

- Provide a thorough and comprehensive time line, outlining major tasks
- Provide sufficient time in all phases for meetings with, evaluation of and approval by City staff.
- Clearly demonstrate how the schedule can be met
- Provide a bar graph schedule depicting the duration on each work item and proposed phasing of the work.
- Describe the project approach and identify major tasks that will be performed and the key personnel responsible for the tasks. Include any innovative solutions that the Consultant proposes to use and any cost saving measures that have been identified. Detail all assumptions made in development of the project schedule.

**3.05 EVALUATION RATING SYSTEM**

Qualifications & Experience of Key Personnel	50pts
Reference for Firm & Project Team	20pts
Project Scope & Scope Alterations	15pts
<u>Schedule</u>	<u>15pts</u>
Total	100pts

**4.00 AGREEMENT**

The selected firm will be required to abide by all provisions contained in the sample agreement. (Attachment B).