



REQUEST FOR QUALIFICATIONS  
FOR  
DESIGN TEAM

RFQ 18-172

May 14, 2018  
(Revised May 30, 2018)

FARGO POLICE DEPARTMENT  
POLICE FACILITY

DELIVER TO:

AUDITOR'S OFFICE  
200 THIRD STREET NORTH  
FARGO, ND 58102

Qualifications/Proposals Due: June 22, 2018

## LEGAL NOTICE

Official notice is hereby given that sealed proposals will be received in the City of Fargo Auditor's Office, at 200 Third Street North, Fargo, North Dakota 58102 until 4:00 p.m. local time on June 22, 2018 for the following:

### REQUEST FOR QUALIFICATIONS (RFQ) ARCHITECTURAL SERVICES

#### CONVERSION AND RENOVATION OF EXISTING FACILITY FOR THE CITY OF FARGO POLICE DEPARTMENT IN FARGO, NORTH DAKOTA

The Fargo Police Department and the City of Fargo, North Dakota are seeking proposals from qualified architectural firms to provide architectural services to complete the design and renovation to the Border States Electric building, located at 105 25<sup>th</sup> St. N., Fargo, ND, for the facility needs of the Fargo Police Department. Firms interested in submitting proposals should secure additional information on the project at the Fargo Police Department or Contact Deputy Chief Joe Anderson at [janderson@fargond.gov](mailto:janderson@fargond.gov).

The City and the Fargo Police Department are seeking the creation of the design/working stage drawings for the next phase of a multi-phase renovation project. The selected firm will work with the Police Department staff to review the existing architectural design of the building and the conceptual design to develop working design plans based off current and long-term department growth needs. Additionally, the selected firm will move forward with the development of specifications to bid the project, administer the construction, and finalize the project.

Selection of a preferred firm will be based on qualifications, previous experience with public projects (preferably police related facilities), understanding the scope of work, and cost of services.

**RFQ ON: DESIGN SERVICES  
FARGO POLICE DEPARTMENT RENOVATION**

**FOR THE**

**CITY OF FARGO, NORTH DAKOTA**

**SECTION 1 – SCOPE OF WORK AND SPECIFIC CONTRACT REQUIREMENTS**

**1.1 Purpose**

The City of Fargo is soliciting statements of qualifications (SOQ) and letters of interest from firms qualified to provide architectural design services for a police station to accommodate the needs for the City's police forces. The contract resulting from this solicitation is for a single project undertaking.

**1.2 Introduction**

The City of Fargo is a thriving community of more than 120,000 residents. The City is a full-service community, which provides police, fire, engineering, public works, public health, and water purification services for the safety and enjoyment of residents and visitors.

The City supports a growing police force of 145 officers, five (5) community service officers, 19 civilian support staff, 23 police sergeants, seven (7) police lieutenants, three (3) police deputy chief's, and a chief of police (collectively, "Officers"). The Department has outgrown its existing police facility and as such, the City has entered into a sublease agreement with Border States Industries, Inc., to lease a portion of their existing headquarters facility, 105 25<sup>th</sup> Street North, Fargo, ND, for use by the Field Services Division of the department. The Department has completed the first phase (phase I) of renovations on portions of the Border States Electric (BSE) warehouse converting floor space into usable office space. The sublease agreement with Border States Industries, Inc. will expire in December 2019. However, it is anticipated Border States Industries, Inc., will vacate the building prior to December 2019. At that point, the City of Fargo will enter into a short-term lease agreement (with an option to buy) with Red River Properties LLP., for the entire building located at 105 25<sup>th</sup> Street North.

Prior to the initiation of the lease with Red River Properties LLP., the Department needs to establish the design services for the second phase (phase II) of renovations and construction, which will accommodate the remaining personnel of the Department.

**1.3 Definitions**

- "Request for Statements of Qualifications (R.F.Q.)" means a formal solicitation inviting statements of qualifications
- "Response" means the information submitted by the respondent in response to this R.F.Q.
- "Respondent" means the person, firm, or corporation who submits a response
- "City" means City of Fargo, North Dakota, as well as its officers, agents, officials, employees, and assigns
- "City Commission" means the governing body of the City of Fargo, North Dakota
- "Contractor" means a respondent awards a contract from this solicitation
- "You" and "your" mean the same as the term "respondent" above

- “Shall”, “must”, or “will” are equivalent in this R.F.Q. and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the City of Fargo
- “Should” or “may” are equivalent in this R.F.Q. and are permissive in nature. Deviation from such a condition or requirement will not, by itself, cause automatic rejection of a qualification package, but may be a factor considered in the overall evaluation process

#### **1.4 Scope of Work**

Provide architectural design services for an approximate 42,000 square foot police station. The details regarding the work to be performed is in two principal phases: Phase One – Pre-Design and Budget Assessment; Phase Two – Design and Construction. The required design services shall include supplying all necessary materials, transportation, labor, and expertise required to complete the project.

##### Phase I: Pre-Design and Budget Assessment

1. Background research: review existing plans and other information regarding the site, and perform field investigations as necessary to become familiar with the site and identify any further design or other services necessary to complete the project.
2. Building graphic layouts and space analysis.
3. Block diagram of major programmed spaces/areas showing functional adjacencies.
4. Exterior building envelop recommendations.
5. Potential solutions with alternative recommendations.
6. Conceptual level estimate of the projects anticipated construction cost and timeline, accompanied with analysis and justification for each element of the estimate.

**The designed renovations shall be compliant with all applicable codes and standards, and shall include all items listed in Appendix A.**

##### Phase II: Design & Construction

1. Schematic design plans should consist of plans and reports containing conceptual layouts, sketches, and schematic design criteria sufficient to present concept of all major elements of the building.
2. The architect shall provide detailed construction cost estimates at the completion of the schematic and design development.
3. Interior design, to include furniture recommendations for selection, layout, contract documents, bidding/procurement assistance, and installation administration.
4. The data/communication design shall be prepared by a registered communications distribution designer following current standards.
5. All necessary permit approvals.
6. Integration of emergency communications technology
7. Building bidding assistance including drafting of R.F.P. for construction.
8. Construction administration, to include all meetings and site visits necessary to monitor the construction process and to address all concerns.
9. Post construction services for startup assistance and warranty review.

##### Other:

1. Additional de minimus professional services may be required during Phase I and Phase II of the project. Such services will be discussed prior to any actions taken regarding such services.

## 1.5 Selection Criteria

In accordance with the policies and procedures of the City of Fargo, the short listing and final selection criteria may include, but not be limited to, evaluation of:

1. Qualifications of the firm;
2. Relevant past projects experience of the firm – especially police stations;
3. The firm's experience with providing innovative design, construction, and operational cost savings and efficiencies;
4. Relevant past project experience of key team members;
5. Past history with client;
6. Proposal completeness

The City will evaluate each SOQ and make recommendations to the City Commission based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews are not anticipated, but may be held at the discretion of the City. The City reserves the right to obtain clarification, or additional information from any Firm regarding its proposal.

The City reserves the sole right to select the most qualified firm based on best overall proposal, which is most advantageous to the City. Firms which submit SOQ's will be notified of the selection results. Final approval of any selected firm is subject to the approval of the City Commission and/or City officials.

SOQ's should be prepared simply and economically, providing a clear and concise description of the Firm's capabilities to satisfy the requirements of the request. **All qualifications must include the following information:**

1. A cover letter/statement of interest indicating the Firm's interest in the project and highlighting its qualifications to perform the project.
2. A brief overview of the company.
3. A proposed approach to the services in this project including key activities, projected cost analysis, milestones, design concepts/alternatives based off existing floor plan, potential challenges, and ideas of concern.
4. Related experience with similar types of services/projects and specific qualifications and resumes of key team members. The roles and qualification of key project team members, both in-house and sub-consultants. Identity of the project lead and that person's availability to start work on the project and to complete the work without interruption from other projects, commitments, or schedule.
5. Staffing plan, which identifies the Firm's proposed project manager and as appropriate, the names and specific staff members proposed to conduct the work plus resumes. If a Firm proposes involvement of a sub-consultant, the plan should describe coordination and relationships with any sub-consultants.
6. Examples of relevant projects completed by the Firm, including:
  - a. Project name and location
  - b. Summary of scope/services provided
  - c. Project size and construction value
  - d. Duration of project
  - e. Owner/representative name and contact information

7. At least three (3) references including entity name contact person and telephone number.
8. A statement verifying the Firm's ability to execute a contract upon award.
9. A statement verifying that your firm has not been suspended or disbarred from federal or city government work.

### **1.6 Terms and Conditions**

1. The City of Fargo reserves the right to reject all submissions and waive any irregularities and informalities in the information provided.
2. The City of Fargo reserves the right to request clarification of information submitted, and to request additional information from any firm.
3. The City of Fargo reserves the right to award any contract to the next most qualified firm, if the successful firm does not execute a contract in a timely manner.
4. Offers may not be withdrawn for a period of ninety (90) days after closing date without the consent of the City of Fargo.
5. The agreement resulting from acceptance of a proposal by the City of Fargo shall be in a form supplied or approved by the City of Fargo, and shall reflect the specifications in the RFQ. The City reserves the right to reject any proposed agreement or contract which does not conform to the specifications contained in the RFQ, and which is not approved by the City Attorney.
6. The City of Fargo shall not be responsible for the costs incurred by the Firm in preparing, submitting, or presenting its response to the RFQ.
7. Any proposal submitted unsealed, unsigned, fax transmissions, or received subsequent to the aforementioned date and time, shall be disqualified and returned to the firm.
8. In submitting qualifications, the respondent agrees to comply with all Federal, State, and City of Fargo laws in the conduct of work specified herein.

### **1.7 ANTICIPATED CALENDAR OF EVENTS**

- |  |                         |
|--|-------------------------|
| • RFQ Release Date                                   | May 14, 2018            |
| • Deadline for Submittal of Questions/clarifications | June 8, 2018 by 4 p.m.  |
| • Posting of RFQ Amendments, if necessary            | June 14, 2018           |
| • RFQ Response Submittals due                        | June 22, 2018 by 4 p.m. |
| • City Staff Review of Statements                    | June 25 – July 9, 2018  |
| • Interviews (if deemed necessary)                   | July 10 – 13, 2018      |
| • Selection of Firm                                  | July 13, 2018           |
| • Commission Review and Approval                     | July 16, 2018           |

### 1.8 **CONSULTANT'S RESPONSE**

All proposals shall be signed by an authorized agent of the firm. Proposals shall be marked "Proposal for Architectural & Engineering Services – Fargo Police Department." Five (5) copies shall be submitted by 4:00 PM, June 22, 2018, to the City of Fargo Auditor Office, 2003<sup>rd</sup> St N, Fargo North Dakota 58102.

**For further information on existing facility floor plans, and review of the conceptual drawings in advance of responding to this RFQ, please contact Joe Anderson, Deputy Chief of Police at (701) 476-4174 or email at [janderson@fargond.gov](mailto:janderson@fargond.gov).**

If additional information or clarification is needed by the City of Fargo, firms will be contacted by the City. The City of Fargo intends to select a firm with whom to finalize a contract by July 16, 2018.

### 1.9 **PROPOSAL EVALUATION**

Selection of a firm will be on the basis of proposal reviews and responses provided by the references. The evaluation will be conducted based on the following:

| <b><u>Criteria:</u></b>  | <b><u>Weight</u></b> |
|--|----------------------|
| a. Understanding of the Scope of Work                                    | 40                   |
| b. Previous Experience with Public Facilities                            | 25                   |
| c. Cost of Services  | 20                   |
| - Please list hourly rates   |                      |
| - Include a not to exceed number of total percentage of finished product |                      |
| d. Timely delivery of Finished Product                                   | 15                   |

The City reserves the right to make selections for interviews (if deemed necessary) on the basis of the written proposals. Final selection of the successful firm(s) will be based on a majority vote of the Selection Committee. The Selection Committee is comprised of the following members:

**Police Chief  
Deputy Chief of Police – Administrative Services  
Deputy Chief of Police – Criminal Investigations  
Deputy Chief of Police – Field Services  
City Administrator or Asst City Administrator**

## APPENDIX A BUILDING DESIGN REQUIREMENTS

### First Floor

- Evidence storage room (in close proximity to the public lobby) – estimated minimum 2,500 sq. ft.
  - Hardened internal walls
  - Secured area – alarm and video surveillance
  - Separate internal secured storage within the evidence storage room for firearms, drugs, and money
  - Evidence storage racking system which maximizes storage – may be able to re-use current evidence racking system
  - Temporary storage lockers
  - Negative pressure ventilation system
  - Sink basin and floor drain
- Evidence office adjacent to evidence storage room to accommodate workstations for at least four personnel – estimated 500 sq. ft.
  - Supply storage area
- Evidence public release counter/Evidence viewing room – 100 sq. ft.
  - Pass through lockers
- Officer Evidence processing room near the evidence storage room – estimated minimum 200 sq. ft.
  - Pass through temporary lockers into the evidence storage room
- Public entrance off 25<sup>th</sup> Street North and lobby/reception area – estimated 400 sq. ft.
  - Secured after hours vestibule
    - Communication capabilities with Red River Regional Dispatch (RRRDC)
  - Reception area for 2 personnel
    - must afford full ballistic protection
  - Unisex bathroom
  - Adjacent fingerprint room – estimated 120 sq. ft.
  - Officer report taking area (private) – estimated 120 sq. ft.
  - Mail/package storage room (near front desk) – 100 sq. ft.
- Media Room near public lobby – estimated 625 sq. ft.
  - Audio/Visual support technology
- Records personnel area – estimated 2,000 sq. ft.
  - Minimum 11 records support specialists workspace (open bay design) - allow for future personnel growth
  - Adjacent supervisor's offices (2) – estimated 120 sq. ft./office.
  - Officer mail distribution cubicles
- Quartermaster storage area – estimated 2,000 sq. ft. (possible need to place on the second floor)
  - Uniform racking and equipment storage
  - Secured storage area – estimated 200 sq. ft.
- Quartermaster office space for at least four personnel – estimated 450 sq. ft. (possible need to place on second floor)
- Armory room – estimated 200 sq. ft.
  - Secured room key card access
  - Weapons racking system
  - Ammunition storage
- Field Services Sergeant and Lieutenant expansion
- Field Services Deputy Chief office relocation – estimated 200 sq. ft.
- Communications and A/V technology design to support the department (ex. Exterior surveillance cameras)
- Common hallway connecting phase I renovations to phase II renovations
- Personal Room (lactation room) – estimated 100 sq. ft.



- Storage Rooms (x2) – estimated 100 sq. ft.
- Area/room for officer/uniform decontamination – estimated 100 sq. ft.
  - Washer/dryer
  - Sink basin
  - Shower
- Window blocking or window hardening on first floor windows
- A minimum of four (4) interview/interrogations rooms with audio/video recording abilities – estimated 100 sq. ft./room
- Miscellaneous storage room – estimated 500 sq. ft.

### **Second Floor\***

- Forensic Examination room – estimated 500 sq. ft. – five workstations
  - Secured
  - May be possible to use existing floor space
- Investigations electronics/technical equipment room (second floor) – estimated 500 sq. ft.
  - Storage or shelving system for electronics equipment
- Administrative office space for Admin staff – utilize existing floor and office space
  - Polygraph examination room – estimated 100 sq. ft.
  - Storage room – estimated 200 sq. ft.
- Quartermaster storage area – estimated 2,000 sq. ft.
  - Uniform racking and equipment storage
  - Secured storage area – estimated 200 sq. ft.
- Quartermaster office space for at least four personnel – estimated 500 sq. ft.

\*Note – there are existing offices on the second floor, which may require little to no modifications

### **Miscellaneous**

- Building signage prominently displaying Fargo Police Department (removal of BSE signs from building and grounds)
- Locker room expansion for men's and women's locker rooms
  - Need to install additional lockers and electrical set up
- Fitness room relocation
- FF&E contingency – removal of office furniture and re-assemble when project is complete

**APPENDIX B  
BUILDING DRAWINGS**

**Drawings are available at Police Department Headquarters located at 222 4<sup>th</sup> St. N.**

Dated: May 14, 2018  
Joseph Anderson, Deputy Chief of Police - Administrative Services