



Fargo Police Department  
Request for Proposal (RFP23078)  
Master Facilities Planning

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Due 2:00pm, Wednesday, May 24, 2023  
Deliver to City of Fargo Auditor's Office  
225 4<sup>th</sup> Street North, Fargo, North Dakota 58102  
Please mark the outside envelope as  
"Master Facilities Planning Services"

# REQUEST FOR PROPOSAL

## FOR MASTER FACILITIES PLANNING SERVICES

### FOR FARGO POLICE DEPARTMENT

The Fargo Police Department is seeking proposals from qualified firms to provide master facilities planning services. This project will define existing facility conditions and develop a 10-year capital improvement plan. The city has grown exponentially over the past 10 years in a southerly direction, increasing the overall geography of the city and stretching police resources. Therefore, the project will also define projected functional requirements and space needs which will guide future facility development and design for Fargo Police Department facilities over the next 20 years. The final product is intended to be used as a tool for future facility infrastructure planning and programming efforts.

Qualities that will receive consideration include the breadth of related project experience; the inclusion of reference for such projects; approach and methodology; experience, expertise and accessibility of the proposed Project Manager and other key personnel; demonstrated ability to work with the public, community members and governmental bodies; understanding of applicable laws or regulations that relate to the project; and the ability to manage a project of this scale, including realizing timetables and quality control objectives.

## About the Fargo Police Department:

The Fargo Police Department is the largest municipal law enforcement agency in the state of North Dakota. The Fargo Police Department is authorized to have 186 sworn police officers and 27 civilian staff. Sworn police officers patrol 49.74 square miles, serving 126, 748 (2021) citizens within a metropolitan statistical area consisting of 248,591 (2020). Officers responded to 94,158 calls for service and filed 19,227 case reports (6/1/21-5/31/22).

The Fargo Police Department provides the community with a wide range of basic, complex and emergency policing services, which includes investigating and resolving crime, enforcing the city's traffic regulations, responding to calls-for-service received from the public and mitigating public-safety concerns coming to our attention. The Department also leads or participates on regional teams, such as the Red River Valley SWAT Team (SWAT, Bomb, Negotiations) and the Cass County Drug Task Force.

The Fargo Police Department is divided into three operational divisions, each of which is commanded by a Captain; and the Office of the Chief:

*The Neighborhood Services Division* Patrol Unit consists of four patrol shifts responding to calls, enforcing traffic, and serving the Fargo community on a 24/7/365 basis. The Specialized Services Unit (SSU) consists of the Truck Regulatory Officer, Municipal Court Bailiff, Airport Officers, K9 unit, Motorcycles, School Resource Officers, Community Engagement Team, and Community Service Officers. The SSU also oversees the management and deployment of department wide teams, such as the Bicycle Patrol Unit and the Crowd Management Team. The City of Fargo is divided into five distinctive patrol beats. Officers are assigned in each beat and are supervised by a police sergeant. A Lieutenant is designated as the Shift Commander who is responsible for police operations during their respective shift.

*The Criminal Investigations Division* consists of the Investigations Unit which includes the Adult Violent Crimes Unit, Property Crimes Unit, Crimes against Children Unit, and the Evidence and Property Unit. The Narcotics and Intelligence Unit includes the Narcotics Unit, Street Crimes Unit and Intelligence and Analysis Unit.

*The Professional Standards Division* consists of the Professional Accountability Unit, Training and Development Unit, Quartermaster, and the Records Unit.

*The Office of the Chief* consists of the Chief, Assistant Chief, Executive Assistant, and the Payroll/Procurement Assistant. The Department is further supported by a city communications team that has a video studio and staff footprint within the Department.

The department utilizes “Intelligence Led Policing,” which facilitates the use of data and intelligence information to assess when and where department resources are deployed, thus making the most effective and efficient use of those resources.

## **Vision:**

A safe and unified community built on trust, accountability, and inclusion.

## **Mission:**

The mission of the Fargo Police Department is to provide the highest level of service through community partnerships, being a well-trained police department, and forward thinking policing to improve the quality of life for all.

## **Values:**

**Fair** - We are committed to provide unbiased services to all members of our community.

**Accountable** - We take responsibility for our actions and we are responsible for holding the community accountable. We are mindful that we answer to each other, the Department, and most importantly, the people we serve.

**Respect** - We believe that all human life has value and deserves respect. We will treat all those we serve in a compassionate, courteous, and dignified manner.

**Guardianship** - We will guard, protect, and preserve all life and property in the Fargo community as well as each other.

**Officer Wellness** - In order to provide the best possible service to the community, our officers need to be mentally and physically healthy both at home and in our professional role as police officers.

**Professional** - We demonstrate professionalism by being accountable, competent, and character driven in our role to safeguard the community. We strive to implement the latest technologies and law enforcement practices to give our community the best service possible.

**Diverse** - We recognize our community is very diverse. Our Department strives to be inclusive of all cultures and backgrounds while committed to being impartial, unbiased, and respectful of all our citizens.

## Current Facilities:

The Department and most of its fleet are housed within a two-story retrofitted building that was formerly a regional business headquarters, located on the north side of the city. Staff parking is in an unsecured lot across from the building.

The Department has a newly opened downtown substation that is not staffed regularly, but offers a greater downtown presence while providing a place for officers to write reports and take breaks. Officers also utilize a shared space within a fire station near West Acres Mall, but do not have a substation in the southern most area of the city.

A vehicle evidence storage facility is located at an impound lot approximately 1.5 miles from the HQ where the primary evidence processing takes place. The facility does not offer inside secured storage.

The Department runs its own training academy twice per year utilizing some existing space within the existing police building and a shared, aging, regional training facility located on the north side of the city. The Department also hosts regional training events utilizing an additional shared city facility, also located on the north side of the city.

## Project Purpose:

The Fargo Police Department is seeking to quantify their current facility assets and operational needs, identify gaps, and fully utilize existing resources while proactively addressing future needs.

## Project Scope:

- 1) Coordination and Progress Meetings
  - a. Schedule regular meetings with key leaders to review progress, provide and receive feedback and collaborate.
- 2) Existing Facilities Conditions Evaluation
  - a. Review building plans and tour facilities
  - b. High-level review of existing building systems
  - c. Develop 10-year capital improvement schedule with estimated costs
- 3) Analysis of Community
  - a. Community demographics
  - b. Department statistics
  - c. Regional trends
- 4) Stakeholder Interviews
  - a. Develop list of future priorities

- 5) Projected Conditions and Programming Needs
  - a. Review industry best practices and emerging trends
  - b. Analyze existing facilities for functionality and relative cost/benefit of future improvements
  - c. Using collected data and growth projections, develop programming needs
- 6) Operational Concept Development and Analysis
  - a. Develop operational concepts to meet future needs
  - b. Work with stakeholders to analyze and narrow down the list of operational concepts
- 7) Master Facilities Plan
  - a. Provide 20-year master facilities plan to be used as a guide for future capital investments and strategic facility decisions.
  - b.

## RFP Response Requirements:

The proposal shall include the following information:

- 1) General Firm Information
  - a. Name and address of firm
  - b. Type of firm
  - c. Number of years your firm has been in business under its present business name
  - d. As applicable, other names by which your organization has been known and the length of time known by each name
- 2) Experience of Firm
  - a. Number of years your firm has been involved in the development of facilities master plans
  - b. Number of years your firm has been involved in the development of facilities plans specifically related to police and public safety facilities
  - c. Number of facilities master plans your firm has developed in the last 10 years
  - d. Number of full-time and part-time personnel employed by your firm and the location of their offices
  - e. Number of/percentage of plans that have resulted in construction
- 3) Qualifications of Key Personnel
  - a. Name, title, resume and contact information of principal(s) to be in charge or project
  - b. Provide a description of the multi-disciplinary nature of the team assembled for this project
  - c. Provide a description of skills, experience, credentials, and unique attributes of each member of the team assembled for this project
  - d. Provide an organizational chart of team members, including a brief description of their role

- 4) Description of Approach and Methodology
  - a. Describe your understanding of the Fargo Police Department and its goals
  - b. Describe your planned approach and methodology for this project
  - c. Describe your approach to previous projects similar to this one and the reasoning behind it.
- 5) Budget
  - a. Please identify the percentage of time each team member will be dedicated to the project and the hourly rates of the principal team members
  - b. Provide a detailed cost breakdown of your overall proposal cost
  - c. List reimbursable expenses
- 6) Project References
  - a. Provide links or hard copies of three (3) facilities master plans that your firm has conducted within the last five years
  - b. Include the name of the community and general description of each project along with current contact information for each reference

## Selection Process:

The Selection Committee will review all proposals. The criteria listed below will be used to evaluate written proposals and the subsequent interviews. The scoring weight is listed for each criterion. These criteria will be applied and interpreted solely at the discretion of the Fargo Police Department. The proposal should include all necessary information that is pertinent to these evaluation criteria. Additional information require for proper assessment of the proposal may be requested from the submitter at the discretion of the Fargo Police Department. The final results will be based on the scoring system, other information obtained or requested by the Selection Committee and references. Failure to meet all procurement policy requirements shall not automatically invalidate a proposal.

- 1) Demonstrated understanding of the scope of work, approach and methodology of the project. While the general scope and expected deliverables are defined, the Fargo Police Department encourages the consultant to be creative and forward thinking in its approach and methodology to provide the requested services. (30 percent)
- 2) Quality of previous strategic plans for public safety buildings produced by the consultant of similar nature and scope. (30 percent)
- 3) Experience, expertise, capabilities of consulting firm, project manager and key personnel. (20 percent)
- 4) Fee structure and overall cost of the project (20 percent)

## Tentative Schedule:

ITEM	DATE
RFP Posted	April 19 <sup>th</sup> , 2023
Proposals Due	May 24 <sup>th</sup> , 2023
RFP Review/Top Firms Selected	May 31 <sup>st</sup> , 2023
Interviews	June 5 <sup>th</sup> , 2023 – June 9 <sup>th</sup> , 2023
Award Decision	June 14 <sup>th</sup> , 2023
Commission Approval/Contract Execution	June 26 <sup>th</sup> , 2023
Begin Project	June 27 <sup>th</sup> , 2023
Plan Draft Submitted	September 26 <sup>th</sup> , 2023
Plan Approval by Commission	October 16 <sup>th</sup> , 2023

## Submittal Requirements:

Please submit one (1) digital copy of the proposal to [bmajerus@fargond.gov](mailto:bmajerus@fargond.gov) and seven (7) paper copies of the proposal to the City of Fargo, Auditors Office, 225 4<sup>th</sup> St N, Fargo, ND, no later than 2:00pm CST, Wednesday, May 24<sup>th</sup>.

All costs associated with preparation and submittal of the proposal are the responsibility of the submitting firm. The City of Fargo reserves the right to reject any and all proposals.

## Contact:

For additional information, please contact Bekki Majerus, Director of Facilities Management, at [bmajerus@fargond.gov](mailto:bmajerus@fargond.gov) or by calling 701.298.6966