

# REQUEST FOR PROPOSALS

**Phase 1: Feasibility Studies and Space Needs Assessment for A Combined Public Safety Building (Police & Fire)**

Questions shall be sent to Joseph Wren by email to:

[jwren@cityofplacerville.org](mailto:jwren@cityofplacerville.org)

## **CLOSING TIME & DATE FOR RECEIVING PROPOSALS:**

**FEBRUARY 16, 2021**

**5:00 PM**

## **SUBMIT PROPOSALS TO:**

Joseph Wren  
Chief of Police  
Placerville Police Department  
730 Main Street  
Placerville, California 95667

## **PURPOSE**

## **PROJECT DESCRIPTION**

The City of Placerville, California 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 Placerville Police Department and Fire Department Administration Headquarters and Station No.25. 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 City of Placerville would like to co-locate all Public Safety services (Police and Fire) at one location. The Public Safety Building would need to house the Police Department, Fire Administration and Station No. 25. Fire Station No. 25 is a station serving the City of Placerville and adjacent area and must be located within a preferred location of the city. The Fire administration offices are desired to be co-located with Police Administration. The study and assessment are to include security related features and needs specific to provide effective and efficient Law Enforcement and Fire operations with adaptability for the future.

The intention is for the City of Placerville, along with the results and recommendations of this study and assessment, to come to a conclusion as to the best and most effective solution(s) and locations for both departments.

## **BACKGROUND**

The City of Placerville Police Station and Fire Station

## **LOCATION**

Placerville Police Station  
730 Main Street  
Placerville, CA 95667

Fire Station #25  
3034 Sacramento Street  
Placerville, CA 95667

## **SCOPE OF SERVICES REQUIRED**

### **Phase One-Preliminary Design**

The scope of services required includes evaluating the current conditions and anticipated needs of both the Police Department and the Fire Administration and Station No. 25. 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.

Prepare a Functional Facility Assessment including but not limited to the following:

- Deficiency Assessment
- Space Needs Analysis
- Technical Needs Analysis
- Site Evaluation
- Phasing of Construction and Utilization
- Programming Guide

The consultant will work with the Placerville PD and FD Planning Team to determine deficiencies and needs. Anticipate discussion with, Placerville PD and FD Management, and presentation to a joint City Council and Fire District Board.

Deliverables: A document that will address the above

## **Phase Two-Schematic Design**

Schematic Design will be awarded with this RFP, but not authorized until the Functional Facility Assessment is approved.

Prepare the Schematic Design including but not limited to the following:

- Conceptual Site Plan (2 Alternatives)
- Building Plan Concept (2 Alternatives)
- Conceptual Floor Plan (2 Alternatives)
- Preliminary Interior Elevations
- Preliminary Building Section
- Preliminary Mechanical, Electrical, and Plumbing Changes
- Preliminary HVAC Changes
- Preliminary Equipment List
- Preliminary Technology Infrastructure
- Preliminary Materials
- Preliminary Schedule
- Preliminary Budget

Anticipate meeting with Placerville Police and Fire Department Planning Team, City of Placerville Building Official, and PD Management. Additionally, deliver the presentation to the Planning Commission and separately to a joint City Council and Fire District Board.

Deliverables: Documents shown above

## **Phase Three-Design Development (Not in this Contract)**

## **Phase Four-Construction Documents/Building Permit (Not in this Contract)**

## **Phase Five-Construction Support (Not in this Contract)**

## **PROJECT SCHEDULE**

The following schedule for consultant selection has been established:

February 16, 2021	Receive Proposals
March 1, 2021	Notify Top 3 Firms
March 9, 2021	Interview Top 3 Firms
March 16, 2021	Notify Successful Firm
March 23, 2021	Present Agreement to City Council for approval
April 1, 2021	Issue Notice to Proceed

## **REFERENCE DOCUMENTS**

The following documents are listed but not limited to as reference material for the consultant's use:

- Placerville Municipal Code
- Current California Building Code
- Current California Fire Code
- Fire Code

## **PROPOSAL REQUIREMENTS**

The letter of transmittal shall contain the names of the project manager, and project team that will perform work on the project. Previous Police Station design experience is required. The lead firm shall be indicated if a joint venture is proposed.

The proposal shall include the following items:

- **Section 1 - Scope of Work**

Using the above requirements as a guide, develop a detailed Scope of Work and describe your proposed approach, methods, and tasks in sufficient detail. If necessary, discuss reasons for any revisions to the requirements as described.

- **Section 2 - Statement of Qualifications**

Describe the project team and the estimated labor hours (by job title and specific task) of key staff which will be committed to complete the work described in Section 1. Emphasize the specialized experience of specific individuals. Describe the anticipated level of City involvement. Key personnel who are included in the proposal must be committed for the duration of the project. Any substitutions or changes to the project team must be brought to the attention of the City and approved.

- **Section 3 – References**

Provide the names of the two key persons in your firm who will have the most contact with the City and briefly list those projects of a similar nature in which these people have been involved. Include the name and phone number of an owner's contact person who would be familiar with your key individuals' experience. Provide at least three references for the key persons.

- **Section 4 - Other Information**

Provide any other information or data regarding this project that you would like considered in making a consultant selection.

The proposal shall not exceed the following number of pages:

Letter of transmittal:	2 pages max
Section 1- 4 descriptions:	10 pages (Not including certifications)
Figures and pictures:	10 pages
Resumes:	2 pages per person not including qualifications

Submit Proposals to:

Joseph Wren  
Chief of Police  
**C/O Placerville Police Department**  
City of Placerville  
730 Main Street  
Placerville, CA 95667

Provide **questions** to Joseph Wren by email at:  
[jwren@cityofplacerville.org](mailto:jwren@cityofplacerville.org)

**COST & FEES**

The bidder shall attach a “not to exceed” lump sum fee to their proposal in a sealed envelope marked “Cost Proposal” and the name of the firm on the outside. The cost of the services (including the furnishing of all materials, equipment and computers, labor and any required insurance, travel and incidentals) shall be based upon this stipulated sum for all services as outlined in this Request for Proposal. Please also attach an hourly rate schedule for labor and a rate schedule showing laboratory costs for specific testing including any adopted future increases. If adjustments to the scope of work are made by the City, then the added cost will be computed in accordance with the Consultant’s attached rate schedules. (Lump sum fee must be good for 120 days.). Indicate minimum personnel site hourly charges.

This information does not constitute a bid. A detailed review of the merits of the proposals will be completed before the cost information is reviewed for the selected consultant. Should negotiations fail with the selected consultant the cost information for the 2<sup>nd</sup> highest scoring consultant will be reviewed and negotiated.

**PROPOSAL EVALUATION/CONSULTANT SELECTION**

The evaluation and selection will be based on the following:

1. **Understanding of Work (30%)** includes understanding of the project Scope of Work, the proposed approach, methods, and tasks, and any unique/creative approaches to complete the project.
2. **Experience with Similar Work (20%)** includes the firm’s specialized experience directly relating to this project and evidence of ability to complete the work within schedule and budget.
3. **Project Team and Qualifications (30%)** includes the specialized experience of key personnel, their time commitment in the areas assigned, and estimated labor hours.
4. **Proposal Quality (20%)** includes general responsiveness and clarity of presentation.

The consultant selection will be based on review of proposals and references. The top three (3) firms will be selected for an interview.

## **LIST OF ATTACHMENTS**

A. Project Location Map