

**CITY OF PRESCOTT**  
**REQUEST FOR STATEMENTS OF QUALIFICATIONS**

**PUBLIC SAFETY (POLICE AND FIRE) TRAINING CENTER**

The City of Prescott, Arizona, requests Statements of Qualifications from qualified engineering and/or architectural firms to provide master planning and design services for the development of the Public Safety (Police and Fire) Training Center located at 3000 Sundog Ranch Road, Prescott, Arizona 86301. Services shall include development of a master plan, cost estimate, conceptual design plans preparation of construction bid documents and construction administration services.

Statements of Qualifications are due on Monday October 16, 2006 at 2:00 PM local time. Statements must be addressed to the City Clerk, City of Prescott, 201 S. Cortez Street, PO Box 2059, Prescott, Arizona, 86302. Any Statements received after 2:00 will be returned unopened. Statements must conform to the scope of work described. Questions regarding this solicitation shall be addressed in writing to Dawn Foster, Purchasing Manager at [dawn.fostre@cityofprescott.net](mailto:dawn.fostre@cityofprescott.net) or fax at 928-777-1234.

It is anticipated that this project will include but not be limited to:

- 1) **Site Preparation:** Drainage control for entire acreage (approx. 5 acres) to include completing requirements for a Storm Water Pollution Prevention Plan (SWPPP)
- 2) **Site Preparation/Completion:** Entire site grading, additional roadway paving, repair and repave all current paved roadways, concrete curbs for all paved roadways, pave designated parking areas, gravel interior sections between paved roadways.
- 3) **Demolition:** Remove/demolish existing structures with the exception of the current Fire training tower and Police ordinance storage bunker.
- 4) **Classroom Facility Construction:** construct facility, research and specify specialized audiovisual and training simulation equipment, which includes (approximately 9,600 sq. ft.):
  - A minimum of three (3) classrooms with storage, which can be opened up into one large room, (size of each classroom to be approximately 25' x 36' with an additional 150' sq. ft. of storage space for each classroom)
  - Install state of the art audio/visual equipment in both classrooms (VCR, dvd, miniDV, surround sound, cable a/v feed, satellite a/v/ feed, overhead projector, document camera, PC feed) in centralized control cabinet
  - A separate training room to include firearms training simulator, driving simulator and other state of the art training devices/systems (approximately 24' x 26' in size)
  - A Theater Style Classroom with seating for 100 persons and power & network connection at each seat (approximately 40' x 100' in size).
  - Interior and exterior handicap accessible men and women's bathrooms. Interior bathrooms to include shower facilities and lockers (Exterior bathrooms approximately 10 x 16' in size. Interior bathrooms approximately 20' x 16' in size.)
  - Two office spaces with modular furniture (fire and police) Each approximately 10' x 16' in size with storage closet).
  - Break/Lunch room with full kitchen facilities (approximately 25' x 25' in size)
  - Quartermaster Office (approximately 10' x 12' in size)
  - Armory/Equipment/Uniform & Supply Storage Room (approximately 24' x 25' in size).
- 5) **Current Fire Training Tower:** Renovation of current Fire training tower (sanitize interior, paint exterior to match new tower). This tower to be used as a non-fire training facility (i.e., for search and rescue, confined space rescue and recruit firefighter agility testing)
- 6) **New Fire Training Tower:** Construct new two- (2) story training tower adjacent to the existing tower. Facility to include two burn rooms, a roof prop and attic crawl.
- 7) **Fire Training Upgrades:** Upgrade all propane fire props, Flammable liquids pit, new Flashover chamber prop and new ARFF prop.
- 8) **Landscaping:** Landscape of entire training facility site.
- 9) **Utilities:** Water, Sewer and electrical upgrades for entire complex.

- 10) **Sewer System:** Abandon and remediate the existing septic system and install new sanitary sewer system to line at adjacent property.
- 11) **Property Fencing:** Security fencing for entire training site.
- 12) **Firing Range Lighting:** Night lighting system for Firing Range.
- 13) **Firing Range:** Improvements to address over-fire and shooting backstop issues by construction of a metal bullet resistant enclosure (150' W x 125' D) which includes sound deadening interior and a backstop bullet trap system.
- 14) **Range Building:** Construct Range Block building (12' x 24') w/8'covered porch area and two bathrooms (approx. 10' x 16' each)
- 15) **Storage Facility:** Construct a ten (10) bay indoor storage facility (approximately 50' D x 184' W) for storage of mobile command vehicle, fire engines, other large vehicles and equipment trailers, large crime scene evidence items approximately 9,200 sq. ft. in size. Center four (4) bays with 18' wide door openings, remaining six (6) bays with 12' wide door openings.

**It is highly recommended that candidate firms visit the project site. The site is located at 3000 Sundog Ranch Road, Prescott, Arizona 86301.**

## **PROJECT PHASES**

It is anticipated that the development of this project will consist of two (2) separate design contract phases.

**Phase I** will encompass the development of a master plan for the proposed facility to include all of the existing and proposed operations and capabilities of the Public Safety Training Center. At a minimum, the Master Plan will consist of:

- 1) generation of at least two (2) feasible alternative concepts,
- 2) generation of an Engineer/Architect cost estimate for each of the alternatives,
- 3) generation of a list of pros and cons for each of the alternatives
- 4) presentations to the City Council and/or general public,
- 5) written consolidation of all public comments with responses to each,
- 6) involvement in the process to select a preferred alternative,
- 7) Preparation of conceptual design plan to implement the selected alternative.

Phase I may also consist of the distribution of the Master Plan to interested Construction Manager at Risk General Contractor candidates.

**Phase II**, if approved, will include the necessary work to produce all required technical studies/reports and a complete set of bidding plans/documents (at 60%, 95%, and 100% levels), assistance during bidding process or Construction Manager at Risk process, construction staking, post-design consultation services, construction administration, as-built drawings.

The City may elect to utilize the Construction Manager at Risk (CMAR) procurement process to qualify and select a General Contractor to assist the Architect and the City to design to the available funds. If the CMAR process is used, the Architect will be required to cooperate with the City and CMAR by meeting regular multiple design stages to consider and incorporate design and equipment recommendations made by the CMAR. The City will determine the General Contractor selection process and will make appropriate changes to the design scope of work for this phase prior to negotiations with the Engineer / Architect.

## **STATEMENT OF QUALIFICATION REQUIREMENTS**

Candidate firms shall submit four (4) sets of the Statement of Qualification, which details:

- 1) their competence in the areas of expertise most applicable and critical to this project;
- 2) designation of specific individuals who would comprise their project team, their qualifications and experience with projects of a similar nature, demonstrating the capacity to accomplish this project;
- 3) the current workload of the proposed project team and status of ongoing projects they are involved in;
- 4) a listing of all sub-consultants proposed to be used on the project; and
- 5) a proposed schedule of completing the project.

The Statements of Qualification will be evaluated on each of these criteria.

## **EVALUATION AND PRESENTATIONS**

The City will appoint a Review Committee to evaluate the statements, generate a shortlist consisting of not less than three (3) firms and schedule/conduct presentation-interview meetings with each of these firms. During the presentation meetings candidate firms will be required to:

- 1) demonstrate their familiarity with and knowledge of the project scope and limits, including existing features and constraints;
- 2) offer any insights they may have regarding issues or problems that they believe will need to be considered;
- 3) suggest any innovative approaches to the planning and design process;
- 4) suggest possible technical solutions to problems inherent in this project; and
- 5) define why they believe their firm should be engaged by the City of Prescott.
- 6) Answer pertinent questions from the Review Committee.

The presentations will be evaluated on these criteria. Following the presentation-interviews, the firms will be ranked by the Review Committee based on the cumulative ratings for each firm according to the aforementioned criteria. Following the ranking, a lump sum fee proposal for Phase I will be requested from the top-ranking firm. The City will then enter into negotiations with the top ranked firm for the purpose of reaching agreement. If negotiation is successful, a contract will be executed with the top ranked firm for the required services. If negotiations are unsuccessful, the City will terminate negotiation efforts and will repeat the fee submittal/negotiation process with the 2<sup>nd</sup> ranked firm. This procedure will continue until agreement is reached.

Phase II services will be negotiated upon the completion of Phase I and City Council approval of the Public Safety (Police and Fire) Training Center Master Plan and projected costs.

## **SCOPE OF WORK - DETAILED**

The City is seeking that firm, hereinafter "Engineer/Architect", which is best qualified to provide the following services:

### **PHASE I**

- 1) **A project kick-off meeting**. The Engineer/Architect will be required to attend a kick-off meeting with City staff. At that meeting the Engineer/Architect will be required to provide:
  - a) a detailed schedule;
  - b) a list of the team members who will be involved in the project along with their phone numbers and e-mail addresses;
  - c) an organization chart showing the relationships of all team members; and
  - d) any submittals contractually required.
- 2) **Generation of at least two feasible alternative concepts**. The Engineer/Architect shall generate at least two feasible alternative conceptual designs reflecting input received from the City.
- 3) **Preparation of conceptual design plans**. The Engineer/Architect shall prepare and submit a set of conceptual design plans following selection of the conceptual alternative. This submittal shall consist of a plan view depicting proposed improvements.
- 4) **City Council presentations**. The Engineer/Architect will be required to prepare presentations for a minimum of two (2) City Council meetings.
- 5) **Monthly progress meetings**. For the duration of the project, the City and Engineer/Architect shall meet monthly to discuss the project status and all pertinent matter issues. This schedule will likely be augmented with additional meetings when issues arise requiring action.
- 6) **Preparation of Master Plan**. The Engineer/Architect shall prepare and submit a set of conceptual design plans following selection of the conceptual alternative. The Engineer / Architect must submit, attend and incorporate comments from the City's Development Review Committee (DRC). This submittal shall consist of a plan view depicting existing and proposed improvements, and existing and new right-of-way limits. These plans shall be distributed to the utility companies, and their applicable utility plans incorporated.

### **PHASE II**

- 7) **Preparation of 60% plans**. Following negotiations the Engineer/Architect shall submit an amendment of the professional services contract setting forth the specific scope and schedule, submit to the City and to all utilities, a set of preliminary plans at the 60% level of completion. These plans will show, at a minimum, the plan and profile views of all existing features, all new improvements, existing utility locations and existing and new right-of-way limits.
- 8) **Preparation of 95% plans**. The Engineer/Architect shall incorporate all alternative selections, changes, corrections and/or additions from the 60% plan review. The 95% plans shall be submitted to the City and utilities for building permit review, final adjustments, and/or corrections.

- 9) **Preparation of final (100%) bidding documents.** The final plans shall be prepared incorporating all adjustments or corrections made during review of the 95% set. Additionally, the Engineer/Architect shall prepare the Technical Specifications, Special Provisions, the Final Engineer/Architect's Estimate, and the Bidding Schedule. A set of final reproducible plans shall be provided.
- 10) **Assistance during the bidding process.** The Engineer/Architect shall be required to attend and actively participate in the pre-bid meeting, the Preconstruction meeting, and the bid opening.
- 11) **Provision of construction staking.** The Engineer/Architect shall provide survey control for use by the Contractor during construction. The Engineer/Architect may be required to provide construction staking for this project. The Engineer/Architect will be required to provide a cost for construction staking as an optional service item, which the City may or may not elect to authorize.
- 12) **Provision of post-design consultation services.** The Engineer/Architect shall be required to provide consultation assistance during construction, for the purpose of addressing unforeseen or new design issues not covered under the design scope of work or for the consideration of alternative solutions. Any questions/concerns from the Contractor or City that arise as a result of apparent design errors or omissions shall be addressed by the Engineer/Architect at not additional cost, and may not be considered as extra work under this item.
- 13) **Construction Administration.** This phase of work shall include BI-weekly construction site meetings and RFI, change order and pay application administration. Design sub-consultants will be required to conduct two site inspections and prepare reports to insure conformance to their design.
- 14) **Preparation of Final As-Built Drawings.** The Engineer/Architect shall be required to prepare Mylars of the final asbuilt conditions based on the redline markups from the contractor.

### **Submittal Format and Evaluation**

- 1) **Letter of Transmittal.** A letter of transmittal shall accompany the Statement of Qualification and shall not exceed two (2) pages, exclusive of the 5/5 page limitation for the Statement submittal.
- 2) **Statement of Qualification.** The Statement of Qualification shall be limited to no more than five (5) pages, to include the following:
  - The firm's location.
  - The names of the members of the project team proposed for this project.
  - A brief description of similar projects in which the project team has been involved.
  - A brief resume of each of the project team members describing their experience and background.
  - A brief description of the current workload of the team members along with a listing of the projects in which they are currently involved and their status.
  - A listing of all of the sub-consultants proposed to be utilized on the project and a description of their role.
  - A proposed schedule for completion of the project.
  - A brief statement of the firm understands of their role in this project.
  - A brief statement of the firm's understanding of the project purpose and scope and a description of how the firm would approach, manage and complete the project. Candidate firms are encouraged to use this opportunity to describe any innovations they feel might expedite the project design and/or construction or make it more cost effective. Candidate firms may also use this opportunity to point out any omissions, concerns or issues that may not have been detailed above.
- 3) **Supplementary Information.** Not more than five (5) pages of supplementary information may be appended to the Statement, and may include graphs, charts, photos, any experience with similar facilities, and additional resumes.
- 4) **Evaluation.** The evaluation of all Statements of Qualifications received shall be based on the criteria indicated above.