

CITY OF AUBURN



Memorial City Hall – 24 South Street – Auburn, New York – 13021

Request For Qualifications (RFQ)

Public Safety Complex

Qualifications are due by 4:00 p.m., Tuesday, January 20, 2015
Department of Engineering Services
24 South Street
Auburn, NY 13021



Douglas A. Selby, City Manager
William H. Lupien, Jr., P.E., Superintendent of Engineering Services
Jeffrey Dygert, Fire Chief
Christina Selvek, Director of Capital Projects and Grants

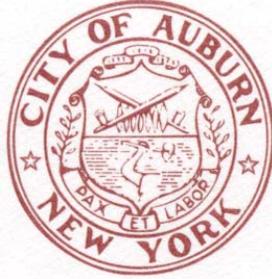
Prepared By: City of Auburn Department of Engineering Services (315) 255-4129, Fax: (315) 253-3243

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1.0 Advertisement

Telephone: 315-255-4129
Fax: 315-253-3243



**CITY OF AUBURN
DEPARTMENT OF ENGINEERING SERVICES
Memorial City Hall
Third Floor, Engineering Department
24 South Street
Auburn, New York 13021**

REQUEST FOR QUALIFICATIONS

**Public Safety Complex
for
City of Auburn Department of Engineering Services**

The City of Auburn Department of Engineering will receive and open qualifications:
Tuesday, January 20, 2015 at 4:00 P.M.

The City of Auburn reserves the right to reject in whole or in part any and all Statements of Qualifications (SOQ). SOQ shall not exceed three (3) double sided pages. The proposal portion of this request is an additional document and is not part of the qualifications.

An original, three (3) copies, and one electronic copy of all proposals and SOQs are to be submitted to:

Attention: Seth Jensen, P.E.

**City of Auburn
Department of Engineering Services
Memorial City Hall
24 South Street
Auburn, NY 13021
Phone: (315) 255-4129
Fax: (315) 253-3243
Email: sjensen@auburnny.gov**

ATTENTION: Failure to indicate "Request for Qualifications: Public Safety Complex" on the outside of the submittal envelope might necessitate the premature opening of the SOQ which might compromise its confidentiality.

Additional paper or electronic copies of this RFQ may be obtained by email or written request.

2.0 Introduction

Background Information

The City of Auburn, New York, (“the City”) is looking to secure an Architectural/Engineering Design Firm to develop a comprehensive Request for Proposal (RFP) to acquire a design/build/developer team for construction of a Public Safety Complex. This team will work as the City’s consultant in developing the parameters for this RFP.

The existing police and fire station located at 46 North Street, and 23 Market Street, respectively; were designed by the world renowned engineering firm Coolidge, Shepley, Bulfinch & Abbott. These national register eligible buildings were constructed in 1930 to serve as the primary public safety building within the City. In the past 10 years the City has spent over \$3 million dollars in upgrades and improvements to the facility. Current projections indicate an additional \$1.5 to 2.5 million are required in structural upgrades to support the fire apparatus bay, police command center modernization, police locker upgrades, and various other industry standard projects.

Auburn Fire Department uses this existing facility as their primary headquarters. Auburn Police currently run almost all operations out of this facility. The current building which houses both departments, although historically and architecturally significant, has outlived its ability to adequately support a modern Police and Fire Department.

Proposed Land-use and Redevelopment Goals

Land use planning and redevelopment of existing urban buildings shall be a strong attribute of the design team. Additional emphasis on the design/build/develop RFP will need to be formatted such that redevelopment of the existing facility matches the goals of the City of Auburn within the confines of our downtown development strategy and current zoning.

The City’s goals for the continued revitalization of downtown Auburn are identified in *Building a Sustainable Auburn*, the City’s Comprehensive Plan (December 2009). The plan states, “Long-term economic and environmental sustainability depend upon preserving and reinforcing the existing downtown historic character along Genesee Street and ensuring that new development within the business improvement district (BID) boundaries reinforces the walkable, urban nature of a successful downtown.” Goals for the revitalization of downtown include:

- Enhance downtown as a walkable, vibrant urban place
- Encourage more people to live and work downtown
- Develop downtown Auburn as a center for arts and entertainment.

Objectives throughout the plan support the adaptive reuse and redevelopment of the existing fire and police station to create an active, mixed-use facility which could incorporate both residential and commercial uses.

Although a downtown public safety complex is favored, the limited locations associated with this request may not produce a feasible project. Therefore, the consultant shall be prepared to work with the City and produce mapping documents that indicate zones throughout the City of Auburn that would work for this new facility. Currently our Fire Department functions on an East-West model. Our existing downtown facility currently acts as the eastern station. Geographical attributes such as the Owasco River, Finger Lakes Railroad, and response time will need to be considered when developing the RFP.

Project Partners

The City is looking to partner with several local municipal, county and NYS agencies for this project. At this time discussions with EMS, Auburn City Ambulance service, Cayuga County 911 Center, Cayuga County Emergency Management, Cayuga County Health Department, and Auburn City Court have taken place. None of the entities has committed to be host tenants at this time however the design team will need to assist the City in recruiting and obtaining letters of commitment when finalizing the RFP. This may serve the City well moving forward as current State goals appear to be aligning with reorganization and consolidation of local governmental services.

Project Vision

This Public Safety Complex project will be design/build/develop with a potential 50 year lease option. Currently the City does not have a final location defined for this facility; however, there are some project parameters that encourage the site to be located near to the urban core or on the City's east-side. It would be the requirement of the design/build/development team to secure a property large enough to support this project along with any other development goals of the team. The City will require a team to leverage property and build a facility by the end of 2018. This facility could be a link between local municipalities and Cayuga County to reduce taxpayer dollars thru consolidation and reorganization of services.

Concepts such as combining municipal public safety activities with traditional commercial/residential mixed- use development into this new structure have been discussed. The purpose of the mixed-use development is two-fold; first the facility would have the ability to have multiple revenue sources to offset construction and maintenance costs, but would also leverage the reuse of the existing municipal police and fire stations. Additionally, the increase in residential units or professional space downtown would help to generate activity and commerce downtown.

Budget

This project approach was chosen by the City in-lieu of conventional municipal financing. The developer led model is being pursued at this time as this construction option has been proven to reduce end costs and gain system efficiencies in construction of large municipal capital projects across the Country. The City is actively seeking additional governmental assistance thru Federal and NY State agency grant sources or other disaster/community

preparedness funding.

The City is currently working towards determining a maximum monthly payment that can be justified based on value of the existing building, annual operation budgets associated with the existing facility, and projected bonding needs associated with known upcoming projects at the existing facility. Additional to these hard costs, the City also acknowledges there will be ancillary cost savings associated with this project, for example reduction in insurance costs and potential reclassification of other hazards associated with the existing facilities location. The police and fire facility is currently located within the upstream dam breach inundation zone which classifies the Mill Street Dam facility as High Hazard.

3.0 Scope of Services

Phase I – RFP Development

The scope of work shall include all required time for the completion of a Comprehensive Request for Proposal. Specific tasks associated with this proposal shall include a detailed needs assessment, program development, life cycle cost analysis, land use planning, community outreach, intergovernmental coordination, legal support, cost estimates, ranking structure, and all other time associated with project scoping.

This portion of the project is considered Phase I – RFP Development. The City is only procuring architectural/ engineering services for this Phase at this time. A second phase for project administration is further described below under (Additional Services)..

Submission of the proposal within this RFQ is considered an additional document and can be in addition to the 3 page maximum qualification statement pages. The proposal however shall be limited to scope and fee, only. The proposal shall include, but is not limited, to the following tasks:

1. Needs Assessment

The consultant shall prepare a questionnaire and conduct individual meeting with each department (Police & Fire) to develop a comprehensive needs assessment. The needs assessment will be utilized to define space programming and improve the quality of the future design. The City will provide all existing facilities drawings including, but not limited, to the Police Command Center proposed Renovation, the original Police Command Center Renovation, original Police/Fire Station construction plans, Fire Apparatus Bay structural analysis and upgrades, and the Police/Fire Station geothermal upgrades.

2. Program Development

The consultant shall be prepared to work with the City of Auburn to develop specific construction parameters needed to ensure the facility is constructed in accordance with current standards for a new Public Safety Complex. Scheduling such as minimum square footage for each use, first floor requirements, access, location, parking needs, life expectancy

will be required. Project costs associated with each design parameter need to be addressed for each step to ensure this project not only meets the City's needs but will be affordable. Life cycle cost associated with each alternative will be considered over a 50-year investment time horizon. Although very preliminary in nature, the City of Auburn will also require the consultant to produce a project rendering. This will be used during community outreach sessions, possible grant applications, and other project meetings.

3. Land Use Planning

During the program development stage of this process, the City will look to the professional team to assist in determining neighborhoods across the City that would be acceptable for locating this new complex. A specific site has not been defined, however, geographical features such as current zoning, an active railroad line, the Owasco River and the support of an East-West fire response model shall be considered. Utilizing GIS and other software to provide mapping for the RFP will be required. Physical site size coupled with existing zoning will be a valuable tool to include in the RFP to assist the development team in producing a competitive RFP.

4. Community Outreach

The consultant will be required to assist the City with project activities including a community involvement process. The community outreach will require the consultant to attend an estimated six (6) meetings over the course of the project development. This will include providing and delivering power point presentations at City Council and County Legislative committee meetings.

5. Intergovernmental Coordination and Grant Assistance

The consultant will be required to work with multiple governmental agencies such as Cayuga County, New York State, and the Federal Government. This project very well may be the first of its kind in New York State. As such, the City may need assistance in coordination with the State to ensure special legislation and or legal parameters are met. Additionally, the City may seek State/Federal grant opportunities to assist in making this a cost beneficial project. Although the City is considered the anchor tenant in this approach, the City is actively seeking additional tenants. Cayuga County has expressed some interest in this project and their agencies may require consideration when developing the RFP.

6. Preparation of Request for Proposal

The consultant will be required to complete a comprehensive request for proposal for the City. This shall be submitted to City staff and potentially legal and State officials for review and comment prior to formal issuance. The proposal may require revisions prior to finalization. Additionally, if the consultant chooses to remain in contract with the City of Auburn, formal questions may be reviewed and handled as addendums during the proposal response period. All modifications within reason shall be completed at no cost to the City.

All overhead including travel time, mileage, reproduction costs and other miscellaneous expenses shall be included in the scope of services. Electronic copies shall be supplied to the City at no cost.

Phase II - Project Administration (Additional Services)

This RFQ may be used at the City's discretion for assistance in also obtaining a project consultant for Phase II- Project Administration. Following completion of Phase I, the City may exercise the following options:

- Termination of the existing consultant contract and relationship;
- Maintaining the existing consultant relationship under a Supplemental Agreement for Phase II- Project Administration services; and/ or
- The City may review qualifications for an alternate team to assist with the scope of work under Phase II- Project Administration.

Should the City select to maintain the existing consultant relationship andIf the consultant expresses an interest to continue as the City's representative during the project administration phase, the consultant should provide qualifications that include, but not limited to, RFP review, negotiation, project design, construction administration, and closeout procedures. Pricing associated with this additional work will be negotiated at a later date. The consultant shall notify the City of its intent in their submission of the proposal/ qualifications. Additional qualifications shall be provided to support this phase of the project. Qualifications submitted in this response will be used to hire a professional consultant to assist with this phase of the project.

Should the consultant express an interest to continue as the City's representative under Phase II- Project Administration, this will preclude the consultant from submitting a response and or participating as part of a team responding to the RFP.

4.0 RFQ Review Team

The City of Auburn will conduct a comprehensive review of each qualification and proposal of work received. The review team will be comprised of various City staff, Cayuga County representatives, and City Council members.

5.0 No Warranty

Respondents are required to examine the RFQ, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFQ, specifications, or instructions.

Respondents are responsible for implementation of all health and safety measures taken to complete the required services. The City assumes no responsibility for the health and safety of Respondent, Respondent employees, or other associated personnel.

6.0 Method of Selection

All firms will be judged as whether they are responsive to the RFQ, qualified to perform the scopes of work, and deemed responsible. The City reserves the right to short list the firms and interview at a later date.

All acceptable Submissions of Qualifications (SOQs) will be evaluated according to the following point system:

Company Qualifications:	50 points
Overall Capabilities of Firm	(10)
Experience with police/fire projects	(20)
Experience with design build projects	(10)
Experience with land use planning	(5)
Experience with RRP Development	(5)
Management and Staffing:	30 points
Project schedule	(5)
Efficiency of management plan	(5)
Experience of Proposed Manager and Staff	(20)
Cost:	20 points
Reasonableness of Lump Sum Proposal fee*	(15)
<u>Reasonableness of Professional Rates and fees</u>	<u>(5)</u>
Maximum Point Total	100 points

*Fee submitted in this RFQ may be further negotiated at a later date with the consultant of choice.

7.0 Format of Reports/Deliverables

All deliverables will be per industry standards, electronic and hard-copy submitted to the City as directed by the City. All electronic deliverables will be submitted as a single file, to include all appendices and figures. The report portion of this file, excluding any appendices and figures, should be searchable.

8.0 Ownership of Work Product

All work products produced by the consultant, the City, or by any third-party working for the consultant or the City resulting from this RFQ are the sole property of the City.

The City shall be the owner of all digital data, graphics and documents, as well as all hardcopy and publishable documentation resulting from the design and reports.

The City has the right to use, distribute, or dispose of the work products without the consent of the consultant.

9.0 Submissions and Selections

1. Professional Information

Please provide a brief discussion of your firm's public safety and emergency response design experience, including the number of projects performed over the past 5 years in the United States, preferably New York State. List any municipalities that you have worked with in the past four years. Please provide three recent client references and their telephone numbers.

Briefly discuss your firm's capabilities, experience, and qualifications for each of the service areas below. Distinguish between in-house and subcontracted services. Please provide the names and qualifications of subcontractors. Indicate certifications and licenses and whether they are minority/women-owned contractors.

Phase I

1. Performing Needs Assessments
2. Public Safety and Emergency Response Design
3. Land Use Planning
4. GIS Capabilities
5. Grant Writing

Phase II

1. Contract negotiation
2. Contract review
3. Developing decision matrix
4. Construction Administration
5. Public Safety facility design
6. Project Closeout Documentation

2. Staffing

Respondents should identify the staff that will directly work on Public Safety Projects, and those who will provide relevant backup expertise. The role and qualification for all direct staff should also be provided. Qualification information should include educational background, any licenses or certifications for the State of New York.

3. Scheduling and Work Load

Please indicate a commitment that your firm could provide contractually for the number of working days that would be required to complete the scope of work. Please note that the City is looking to complete this work in an expeditious manner. State any assumptions you feel are necessary. Indicate your current and projected workload.

4. Price Schedule

In addition to the proposal, the City is requesting time and material rates for architectural/engineering services. Rates provided will serve as the basis for comparison. Provide firm labor multiplier and sub consultant percentage markup.

10.0 Schedule

Within 30 days of receipt of proposals, the City will evaluate the submissions and select a consultant to assist in completing the RFP. The City will then seek Council approval for the list at its next scheduled Common Council meeting. A preliminary schedule for this project is as follows:

1) Issue RFQ	December 19, 2014
2) Qualifications Due	January 20, 2015
3) Hire Design Team to build RFP	February 13, 2015
4) Issue RFP	May 15, 2015
5) Proposals Due	TBD
6) Execute contract for Public Safety Complex	TBD
7) Project Completion	TBD

11.0 Equal Employment Opportunity Provisions

Companies and their subcontractors will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

All the potential companies must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential company must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.

In response to this RFQ, companies should furnish detailed statement relative to their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

12.0 Insurance Requirements

1. The company shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The company agrees to protect and defend, indemnify, and hold the City and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by the City in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries including employees of the City, death or damages to property (including property of the City) and without limitations by enumeration, all other claims, or demands of every character occurring and caused in whole or in part by any negligent act or omission of the company, any one directly or indirectly employed by the company or anyone for whose acts company may be liable regardless of whether

or not it is caused in part by the City. Company will designate and provide the City with the identity of a person or persons in companies employ who shall be responsible for handling claims from the public efficiently and expeditiously.

2. Insurance similar to that required by the company shall be provided by or on behalf of all subcontractors to cover its operation(s) performed under this contract, and included in all subcontracts.
3. Insurance certificates must be presented at the time of bid, documenting overage for the following:
 - A. Worker's Compensations and Employers Liability in accordance with State of New York requirements, with a minimum limit of:
 - a. \$1,000,000 each accident for bodily injury by accident
 - b. \$1,000,000 each employee for bodily injury by disease
 - c. \$1,000,000 policy limit for bodily injury by disease
 - B. Public Liability Insurance: Comprehensive General Liability, (bodily injury, personal injury, and property damage liability) including company's contingent Completed operations and contractual liability with a minimum:
 - a. \$1,000,000 each occurrence
 - b. \$1,000,000 personal and advertising injury
 - c. \$2,000,000 general aggregate; and
 - d. \$1,000,000 products/completed operations aggregate
 - C. Comprehensive Automobile Liability Insurance. Covering all owned, hired, and rented vehicles and equipment, with limits of liability of not less than \$1,000,000 for injuries to, or death of one or more persons resulting from any one occurrence and property damage limit of liability of not less than \$500,000 per occurrence.

All insurance certificates must name the City of Auburn as an additional insured on the policy.

13.0 Deadline for Submission

An original, three (3) copies, and one electronic copy of all proposals and SOQs are to be submitted to:

**City of Auburn
Department of Engineering Services
Memorial City Hall
24 South Street
Auburn, NY 13021
Attn: Seth Jensen, P.E.
Phone: (315) 255-4129
Fax: (315) 253-3243**

ATTENTION: Failure to indicate "Request for Qualifications: Public Safety Complex" on the outside of the submittal envelope might necessitate the premature opening of the SOQ which might compromise its confidentiality.

SOQ's are due no later than **4:00 p.m. local time on January 20, 2015** by mail or delivery. The proposals must be sealed in an envelope with the title of this RFQ and the Respondent's name, address and telephone number clearly marked on the envelope.

The above deadline is firm as to the date and hour. The City will treat as ineligible for consideration any submission that is received after that deadline. All submissions become the property of the City and will not be returned.

14.0 Instructions for Submission of Inquiries

Questions and inquiries regarding the RFQ will be accepted via email sjensen@auburnny.us (Seth Jensen) until 4:00 p.m. on 1/13/15. All questions responded to by the City will be forwarded as an addenda to this RFQ at least two (2) days prior to the date that submissions are due. Questions and inquiries shall be submitted to:

**City of Auburn
Department of Engineering Services
Memorial City Hall
24 South Street
Auburn, NY 13021
Attn: Seth N. Jensen, P.E.
Phone: (315) 255-4129
Fax: (315) 253-3243**