



CITY OF NORMAN, OKLAHOMA

**REQUEST FOR QUALIFICATIONS
RFQ # 1516-58**

**FOR
PROFESSIONAL ARCHITECTURAL SERVICES**

**FOR A
NEW EMERGENCY COMMUNICATIONS CENTER/
EMERGENCY OPERATIONS CENTER**

PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS RFQ NO. 1516-58

The POLICE DEPARTMENT of the City Norman, Oklahoma, is soliciting proposals for Statements of Qualifications (RFQs) from design firms interested in providing professional architectural services for the design of a new Emergency Communications Center / Emergency Operations Center (ECC/EOC).

The facility is anticipated to be approximately 12,000 square foot and could potentially be located on land currently owned by the City, east of the intersection of 24th Ave. NE and Robinson St. in Norman, Oklahoma.

Any correspondence, questions or requests for copies of the Request for Qualifications should be directed to Major Kevin Foster, Norman Police Department, at 201-B West Gray St., Norman, OK 73069 or by email at: Kevin.Foster@NormanOK.gov .

Qualifications will be received in the office of Norman Police Department (Municipal Building, 201- B West Gray, P.O. Box 370 Norman, OK 73070) until 2:00 P.M. on Monday, May 16, 2016.

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I. INTRODUCTION

A. Requesting Entity Information

The City of Norman, Oklahoma, with municipal offices at 201- C West Gray, P.O. Box 370, Norman, Oklahoma, 73070 is the requesting entity.

B. Project Overview and Objective

The City of Norman invites the submittal of Request for Qualifications (RFQs) from design firms interested in providing professional architectural services for the design of a new Emergency Communications Center / Emergency Operations Center (ECC/EOC).

The selected design firm will provide all services necessary to review and verify ECC/EOC design standard requirements; provide specifications for furniture, fixtures and equipment (FF&E); provide computer-aided design and drafting (CADD) documentation; prepare bidding documents; provide permitting services; estimate construction costs; provide value engineering; assist with bidding and award activities; arrange and conduct meetings; perform construction phase services, and assist in the warranty review.

C. Project Funding

The City of Norman will supply 100% of the construction and design cost. No Federal Funds are being used for this project. Purchase of construction materials will not be tax exempt.

II. PROJECT CRITERIA

A. Detailed Criteria

The City of Norman proposes to retain a highly qualified architectural firm to provide the services described herein. Architectural firms and team members with significant experience in planning and designing projects with similar characteristics will be given prime consideration for this project. Those firms that participate in this RFQ process will be referred to as "Respondents". "Respondent" and its sub-consultants shall be referred to collectively as the "Design Team". The successful firm will be referred to, in the RFQ, as the "Architect".

B. Scope of Work

The project consists of the ground up construction of an ECC / EOC. The project is anticipated to be approximately 12,000 sq. ft. and will sit on City owned land. The project will include all structure, parking, foundation, detention, MEP systems, furniture (of a quality needed for facility), landscaping, irrigation, a fiber connection to the building, an adjacent road for access, and all other related items.

Programmatically, the project will include a dispatch center with 15 employee positions, a public lobby, a public meeting/press release room, Public Information Officer (PIO) command room, traffic room, EOC room, policy group room, restrooms (public and private), a break room, locker rooms, training rooms, administrative offices, a radio room, server room, circulation space and if feasible, two large garage bays for mobile command vehicles detached from the main structure.

The architect shall consider the City's vision, mission and service priorities and will comply with any Design Guidelines which identify the individual spaces required, along with detailed requirements of each space. These guidelines will be provided as part of the design contract. The project will be contracted and completed by the architectural firm that is chosen in phases.

The following services will be required:

- **Phase I Services:** Phase I services include an existing conditions survey, space program, conceptual floor plans, and a cost estimate. The City has identified potential properties to build the facility. The preferred location is located at 3005 East Robinson Street, Norman, OK. The Architect will need to gather any existing records (e.g. environmental assessments) or documents (e.g. Record Drawings, site surveys, etc.) that indicate existing conditions. These documents will need to be verified by on-site inspection of the premises. The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the design effort. If the preferred location listed above is not suitable for the design effort then up to two additional locations may need to be assessed in the same manner.

- **Phase II Services:** Phase II services involve Schematic Design, and Design Development.
- **Phase III Services:** Phase III services involve the development of Contract Documents and assistance in bidding process. Contract Documents shall be suitable for the solicitation of competitive construction bids. All permit and other discrepancies must be resolved and changes incorporated into the Contract Documents before approval can be given by the City for the 100% submittal, and subsequent initiation of the bidding process. Contract will follow all State and local laws including all necessary requirements needed by the City.
- **Phase IV Services:** Phase IV services involve construction administration.
- **Phase V Services:** Phase V services involve post-construction services which covers items, such as warranties, attendance in monthly meetings, for the 12 month warranty period following the substantial completion of construction.

C. Proposed Schedule

The schedule below pertains to the process related to the final selection and contract for Professional Architectural Services.

EVENT	DATE
Proposal Submissions due	May 16, 2016
Interviews (if necessary)	June 13-15,2016
Vendor selection	June 17, 2016
Council Approval of Contract	July 12, 2016
Notice to Proceed	July 13, 2016

D. Inquiries

Before Tuesday, May 10, 2016, the City will welcome any written questions submitted, faxed or emailed to:

Major Kevin Foster
 Norman Police Department
 201-B West Gray St.
 Norman, OK 73069
 Fax 405-366-5329
Kevin.Foster@NormanOK.gov

E. Addenda

All Addenda and interpretations to this RFQ shall be in writing. Any Addendum or interpretation that is not in writing shall not legally bind the City of Norman. Only

information supplied by the City of Norman in writing or outlined in this RFQ should be used in preparing the RFQ. The City does not assume responsibility for the receipt of any Addenda.

III. RFQ CRITERIA

A. General Requirements

Seven (7) copies of sealed submittals are required. Submittals shall be delivered to Major Kevin Foster, 201-B West Gray Street, Norman, OK 73069, at or before **2:00 p.m., local time, Monday, May 16, 2016**. Late submittals will not be accepted for any reason. All submittals must be provided in a sealed envelope and/or box clearly labeled on the outside with the Respondent's name and the name of the Project.

Responses must be signed by a duly authorized official of the proposer. **Proposals must include Standard Form 330, "Architect-Engineer Qualifications"**. A minimum of seven (7) copies of the proposal must be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal notice of award. All proposals must state their validity for a period of not less than 60 days from date of receipt.

B. Prohibited Interest

No member, officer, employee of the City of Norman, or member of its governing body during his or her tenure, or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

C. Equal Employment Opportunities

In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being disabled, or disadvantaged person, or Veteran.

The Consultant shall furnish all necessary information and reports and shall permit access to its books, records and accounts by the City of Norman for purposes of investigation to ascertain compliance with the nondiscrimination / minority business provision of any resultant contract.

D. Insurance Requirements

The Consultant of this project must obtain the following insurance, with the City of Norman listed as additional insured:

1. Adequate workers' compensation, insurance coverage to comply with State laws and employees' liability coverage in the minimum amount of \$1,000,000.
2. Comprehensive general liability insurance coverage with a minimum of \$ 25,000 per person and \$1,000,000 per accident for bodily injury or death and \$25,000 for property damage.

3. Professional Liability (errors and omissions) Insurance Certificate providing a minimum of \$300,000 policy value.

E. Minimum Content of Proposal

At a minimum the proposal should contain the following elements:

1. Transmittal letter
2. Table of Contents
3. Executive Summary
4. Project Approach
5. Related Experience
6. Completed SF 330
7. Appendices (misc., exhibits, illustrations, etc.)
8. References
9. Proof of Insurance Requirements

F. Format

To enable the City to efficiently evaluate the RFQs, Respondents are urged to strictly follow the required format in preparing their RFQ.

Each copy of the RFQ shall be bound to ensure that pages are not lost. Each section (defined below) shall be separated by a tabbed divider.

Each RFQ shall be organized in the following order:

1. **Outside Cover and/or first page:** Shall contain the name of the RFQ, the name of the Respondent and the submittal date.
2. **Table of Contents:** The next page shall be a table of contents.

Tabbed Section 1 (Lead Firm's Experience)

1. **Lead Firm's Experience:** Provide three (3) examples of the team's experience in similar or relevant projects please limit the project information in this tabbed section to one sheet per project.
 - a. Project Name and Location
 - b. Year project completed (Completion of construction documents and substantial completion of construction)
 - c. Project Owner:
 - Contact Name (Owner or Owner's Representative) and Telephone Number / Email Address (will be called as reference)
 - d. Brief description of the project (Scope, Size and Cost) and

relevance to this contract. Steps taken by the Respondent to maintain Owner's budget and schedule.

e. General Contractor:

- Contact Name (Project Manager) / Telephone
- Number / Email Address (will be called as reference)

2. **Graphic Information:** If the Respondent includes photographs, drawings or other graphical information about any of the five projects, a separate page may be utilized for this purpose. Photographs or other graphical information used to illustrate these projects may also be incorporated into the one-page brief sheet itself.

Tabbed Section 2 (Team's Experience)

SF 330 Architect-Engineer Qualifications: Lead Firm will submit a completed Form SF 330 (Part I and II). SF 330 is not required of each Team member.

Please indicate the Lead Firm in Section B. It is a requirement of the City that all RFQs will indicate the lead firm proposed for the project must maintain a local presence during the term of the contract.

Include all Team members in Section C.

Attach an organizational chart (Section D) of the proposed Team, showing the reporting structure of key personnel noted in Section E.

Complete Section E for each key personnel proposed for this project. Do not attach separate resumes.

List five projects completed in last ten years in Section F which best illustrates proposed Team's qualification and experience in design and construction of hardened public safety facilities

In Section H, list all work performed for any municipal government agency with a greater than 100,000 population in the last 5 years, include the Agency, City, State, and brief description of the work performed.

Tabbed Section 3 (Narrative)

Narrative: The Respondent shall provide no more than three (3) pages of narrative that describes:

1. Lead Firm's track record of meeting deadlines and working within a budget
2. Lead Firm's systems and processes for insuring quality and timely

performance on projects

3. Lead Firm's understanding of the City's needs and Team's approach to this project

Tabbed Section 4 (Quality of Service)

Testimonials: Respondents may include no more than three (3) one-page letters from clients and/or general contractors that they have worked with on previous projects. Letters should comment on budget and scheduling experiences and qualitative matters related to services received from the Respondent or Team members. Include current contact information.

G. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

1. False or Misleading Information

Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.

2. No Contact Period

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Norman, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated city representative identified on the first page of the solicitation.

Upon issuance of the solicitation through the pre-award phase and up to the award, aside from responder's formal response to the solicitation, communications publicly made during the official pre-qualification conference, written requests for clarification during the period officially designated for such purpose by the City Representative, neither Respondent(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Norman, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action.

3. Cost of RFQs

The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.

4. Contract Negotiations

This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverage, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City may make the inclusion of a "key persons clause" a part of the contract negotiations.

5. Confidential Information

All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their RFQs are subject to the provisions of the Oklahoma Open Records Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the RFQ.

6. City of Norman Reservation of Rights

The City of Norman reserves the right to: 1) evaluate the qualifications submitted; 2) waive any irregularities therein; 3) request Respondents submit more detailed information; 4) accept any submittal or portion of a submittal; and/or 5) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.

IV. SELECTION PROCESS

A. Right to Reject

The City of Norman retains the right to reject all proposals and to re-solicit if deemed to be in the best interest of the City of Norman.

B. RFQ Review Process

The City of Norman will review responses to this RFQ that meet the requirements enumerated and are received prior to the designated closing date. Firms without adequate insurance, in minimum amounts set herein to protect the City's interest, will not be evaluated.

Upon review of all qualified proposals, the selection committee will rank all of those qualified. The top three ranking firms may be asked to make an oral presentation for further evaluation. The highest ranked firm will then be chosen by the committee.

The City will negotiate a contract for commissioning services based on a three-step process:

1. The highest ranked proposer will be contacted and contract negotiations will begin.
2. The City will attempt to negotiate a contract at a fair and reasonable price.
3. If the City is unable, after good-faith efforts, to negotiate a satisfactory contract with the highest ranked proposer, the City of Norman shall formally end negotiations with that firm and begin negotiations with the second highest ranked firm.

C. Keynotes

The most important evaluation emphasis will be placed upon the expertise and experience of the firm and individual(s) assigned to the job. Illustrative and descriptive material describing previous work of the proposer is required. At the proposer's request, this material will be returned at the completion of the review process, at their expense. The proposer shall provide a list of previous related work experience with contact persons and phone numbers.

Key personnel (by names and position), relative experience and capabilities, as well as subcontractors (if applicable), will be evaluated closely.

Proposing entity shall provide a listing of previous projects with similar scope, with reference contact persons and phone numbers.

D. Ranking Criteria

The City is seeking a highly qualified Architect, experienced in providing the professional programming, planning and design services outlined in the Scope of Work. The required qualifications may be demonstrated in the experience of Respondent's team members. A Selection Committee composed of representatives from the City of Norman will review the RFQs. The criteria used to evaluate RFQs will include the following:

I. Statement of Qualifications

Tabbed Section 1:

- Lead Firm's Experience based on the three (3) completed projects highlighted in Tab 1 (Lead Firm's Experience). **Maximum 35 Points**

Tabbed Section 2:

- Experience in public safety construction, or relevant projects by Key Personnel who would be assigned to this project, as shown in Tab 2, Form 330, Section E. **Maximum 10 points**
- Team's Experience based on projects listed in Tab 2, SF 330, Section F. Strong, established, and proven working relationships among team members, as indicated in SF 330, Sections F & G. **Maximum 20 points**
- Project experience by Team members with the City or other governmental agencies or institution, as shown in Tab 2, SF 330, Section H. **Maximum 5 points**
- A suitably sized staff to meet the peak phases of work, as shown in Tab 2, SF 330, Part II. **Maximum 5 points**

Tabbed Section 3:

- Track record of meeting deadlines and working within a budget, as described in Tab 3 (Narrative). **Maximum 5 points**
- Demonstrable systems and processes in-house for insuring quality and timely performance on projects, as explained in Tab 3 (Narrative). **Maximum 5 points**
- Understanding of City's needs and appropriateness of Team's approach to this program, as described in Tab 3 (Narrative). **Maximum 5 points**

Tabbed Section 4:

- Applicability and quality of testimonials, as provided in Tab 4 (Quality of Service). **Maximum 5 points**

Tabbed Section 5:

- Respondent's business presence in the local area. If Respondent is either a Norman business or an Oklahoma City Metro - Area Business, Respondent shall receive additional points during scoring. **Maximum 5 points.**

Total Point Value for the criteria noted above: 100 points.

E. Presentation/Interview

Maximum 100 points

The short-listed Respondents will be required to make an on-site presentation and answer questions. The presentation/interviews will be ranked based on the selection criteria and relative weights outlined below. Interview presentations will be at no cost to the City.

The Respondents will be given 60 minutes to make a presentation, and upon the conclusion of the presentation/interview, will be asked questions by the selection committee. Key personnel will be required to participate in the presentation/interview.

1. Demonstrate team's competence, qualifications and ability.
20 points
2. Demonstrate feasibility to implement the project as proposed.
20 points
3. Demonstrate ability to meet the schedule and budget.
20 points
4. Demonstrate Quality Control methodology.
20 points
5. Quality of presentation/interview.
20 points