

CITY OF PROSSER, WASHINGTON
REQUEST FOR QUALIFICATIONS (RFQ)
DEVELOPMENT OF FEASIBILITY AND ALTERNATIVES ANALYSIS
FOR SITE SELECTION OF A NEW POLICE STATION OR POLICE
STATION/CITY HALL CAMPUS/FACILITY

The City of Prosser is requesting proposals from qualified individuals or firms to develop a feasibility and alternatives analysis for site selection of a new police station or police station/city hall campus facility, to be located within corporate limits of the City of Prosser. The City will select the successful proposal based upon several evaluation factors as outlined in the RFQ.

This RFQ replaces the RFP published on September 9, 2020. Proposal forms and Specifications are available on the City's website, www.cityofprosser.com, or by calling (509) 786-8218.

If you are interested in responding, please submit one (1) original with signature and one (1) copy of the Requirements section in MS Word format in a sealed envelope addressed to:

Rachel Shaw, City Clerk
City of Prosser
601 7th Street
Prosser, WA 99350

Deadline for submittal is **3:00 p.m. Thursday, October 29, 2020.** All responses will be evaluated based on the degree to which the vendor is able to meet the needs of the City as determined by the City.

The City of Prosser reserves the right, in its sole discretion, to accept or reject any proposal or to make counteroffers thereto.

Dated this 25th day of September, 2020



Rachel Shaw, CMC
City Clerk

Publication Date: September 30, 2020



CITY OF PROSSER
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Fax (509)786-3717
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Request for Qualifications (RFQ)

For

Development of

**FEASIBILITY AND ALTERNATIVES ANALYSIS FOR SITE
SECTION OF A NEW POLICE STATION OR POLICE
STATION/CITY HALL CAMPUS/FACILITY**

***This RFQ replaces the RFP published on September 9, 2020**

Sealed envelopes due:

By 3:00 p.m., Thursday, October 29, 2020

Nothing in this Request shall be construed to create any legal obligation on the part of the issuer or any respondents. The issuer reserves the right in its sole discretion, to amend, suspend, terminate or reissue this Request in whole or in part, at any stage. In no event shall the issuer be liable to respondents for any cost or damages incurred in connection with the Request including but not limited to, any and all costs of preparing a response to this Request or any other costs incurred in reliance on this Request. No respondent shall be entitled to payment from the issuer for any costs, expenses or fees related to this Request. All documentation submitted in response to this Request will become the property of the issuer.



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REQUEST FOR QUALIFICATIONS

The City of Prosser, Washington (the ‘City’) is requesting responses from qualified individuals or firms to develop a feasibility and alternatives analysis (the ‘analysis’) for site selection of a new police station or police station/city hall campus facility, to be located within corporate limits of the City of Prosser.

PURPOSE

The City is looking into the possibility of either developing a new police station, which may also include co-location with City Hall, either at its current location, or some other location. The City’s primary objective is to come up with a recommendation that staff can forward to City Council for the most feasible site for development. At present there are a number of sites which could serve a new facility, and some sites have been suggested, informally as well as formally, but there is no consensus as to which site best suits the needs of the City. To move forward on development of a new facility, the City needs to come to agreement as to which site to invest the public’s money. To that end, the City wishes to conduct a professionally prepared feasibility and alternatives analysis of “best” sites within the city for siting the project. It is intended that this analysis will include a cost-benefit analysis of multiple sites, including the existing site (renovation of the existing building), and/or construction of a new facility on other city-owned properties, or on other sites which may be in private ownership. The City expects this analysis to include a preliminary design and cost estimates for development, and a recommendation to be made to the Mayor and City Council for consideration.

Currently, the Police Department is part of City Hall in a single building. The Police Department has a separate entrance, but is connected with the rest of City Hall by an interior door. The City wishes to examine the possibilities for providing a new, efficient space for the Police Station, and for the rest of City Hall. The current space has been modified over the years, but its cramped, outdated, has no space to accommodate a full work force and fleet vehicles (police cars), and at present there is no space for future expansion.

SPECIFICATIONS/SCOPE OF WORK

The City expects the analysis to:

- Identify the City’s needs for office/work space, for both contemporary police work and administrative services typically found in a city hall, including public access, community visibility, and expansion needs to accommodate at least a 50-year horizon.
- Determine whether City Hall and the Police Department should be in separate buildings or combined, or in separate buildings but on the same site.
- Examine a number of potential sites within city limits, including the existing site, as well as other city-owned sites, and those which may be held in public ownership other than the City, or private ownership.
- Identify and rank in order from best to least desirable each potential site, and narrow down that analysis to recommend the best top three sites.
- For each of the top three sites selected, conduct a cost-benefit analysis that would:



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- Analyze the existing uses, including services/activities happening at each of the sites presently;
- Analyze current and future parking potential and opportunities, including secured parking, access and circulation, for fleet/police vehicles, as well as staff and customer parking;
- Identify ownership, and the financial and long-term advantages and disadvantages offered by existing ownership, and how that ownership, or ownership potential aligns with the need to provide a long-term asset for the community.
- Identify preliminary cost estimates for new building construction and/or improvements to existing facilities;
- Identify a range of funding options for development of the project, taking into consideration the possible renovation, re-use, and/or sale of the existing city hall and police station, and other city-owned properties;
- Obtain real estate value appraisals of the top three subject properties;
- Analyze applicable Comprehensive Plan policies and zoning issues.
- Assist the Mayor and City Council, city staff, and the general public in the facilitation of alternative analysis and presentation, and the eventual selection of a single site for development.

RESPONSIBILITIES OF THE SELECTED INDIVIDUAL OR FIRM:

- Confirmation of the ability to conduct this analysis (scope, quality, budget);
- Timing estimate for completion of the analysis;
- Development of potential financing/ownership structure for the new site/facility;
- Develop community relations and facilitate public presentations.

MAJOR AGREEMENT TERMS/ISSUES

1. Terms of the project (analysis) costs shall be negotiated with the selected individual or firm.
2. All performance guarantees for the project are the responsibility of the individual or firm.
3. The selected individual or firm will defend, indemnify, and hold harmless the City, its officers, employee, agents, and regents from and against any and all liability, claims, liens, judgments, expenses, and costs which result from, or in any way arise out of, or in connections with selected individual or firm's involvement in the analysis.
4. The selected individual or firm will be required to agree to a policy of nondiscrimination against any subcontractor, consultant, employee, or applicant for employment:
 - because of race, color, religion, age, sex, sexual orientation or national origin, or
 - because he or she has a physical or mental disability, or
 - because he or she is a disabled veteran, or other eligible veterans, including, without limitation, with respect to employment, upgrading, demotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.



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The selected individual or firm shall also be an equal opportunity employer and shall also comply with the Washington State Law Against Discrimination. The selected individual or firm shall conform to all state and federal laws, executive orders and rules and regulations relating thereto.

5. If you are submitting any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the City concurs, this information will not be considered public information. The City is the final authority as to the extent of material, which is considered proprietary or confidential.
6. Your submittal should be presented in the format indicated below. Submittals in any other format will be considered informal and may be rejected. An individual authorized to extend a formal submittal must sign all submittals. Submittals that are not signed may be rejected.

TECHNICAL INFORMATION AND QUESTIONS

1. All formal inquiries must be submitted, in writing before the time and date set for closing this RFQ. Any oral communications will be considered unofficial and non-binding to the City of Prosser. The City is not bound by information, clarification, or interpretation from other city officials or employees, except as directed in this RFQ. Written questions regarding this RFQ should be directed as follows:

Tom Glover, City Administrator
Phone: (509) 786- 8217
Email: tglover@ci.prosser.wa.us

2. Questions received will be answered by addendum, if necessary, and posted on the City's website at www.cityofprosser.com. The City of Prosser reserves the right to not answer any questions received within or less than three (3) business days from the due date of the RFQ to allow adequate time for issuance and addenda.
3. It is the vendor's responsibility to access any and all addenda issued and posted on the City's website at www.cityofprosser.com. The anticipated final posting date for addenda is two (2) days prior to the due date, however the vendor is responsible to verify up to the due date and time of this RFQ that no additional addenda have been issued.
4. Vendors should not contact any City officials or employees other than as directed in this RFQ. Failure to observe this requirement may be grounds for rejection of the vendor's submittal.



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PROPOSAL CRITERIA

Detailed responses shall address the following:

- **Company information:** For each company/entity and team members, respondents must provide the name; legal status; company or corporation number; address; full names of relevant officers, and brief biographical summaries of officers.
- **Previous experience:** The developer/entity and team members must provide evidence of having undertaken other projects of this type and magnitude. List any previous direct experience working with Governmental Entities.
- **Legal issues:** The firm, and members of the firm's team, must identify any recent or outstanding legal claims against team members or any key personnel, including the source of such claims, their amount, and status. The firm shall reveal any felony criminal convictions or misdemeanor convictions for theft or misdemeanor crimes involving moral turpitude of any key employees.

EVALUATION CRITERIA

The City will oversee the process of reviewing submissions to this RFQ. Selection will be based on which individual or firm demonstrates the best financing and development plan for the project as well as the terms the City determines to be in its best interest. Responses will be evaluated on the following criteria:

- Experience of the individual or firm;
- Confirmation of individual or firm to meet proposal scope and criteria listed above;
- Proposed delivery method, and terms of delivery;
- Reasonable fit for the City; and
- The ability of the individual or firm to facilitate the proposed terms in order to meet the goals and objectives of the City.
- The ability to complete the feasibility study in a timely manner.

Based on the results of the review of each response, the City will enter into negotiations with the individual or firm that is deemed to represent the best interest of the City in an attempt to reach an agreement. If negotiations with the highest ranked respondent are unsuccessful, the City may negotiate with its second choice, and so on, until a satisfactory agreement has been reached. The City reserves the right to terminate the process at any time.

The City reserves the right to reject any or all respondents' submittals.

FORM OF PROPOSAL

1. Include the following information in the order specified. If the respondent fails to provide any of the following information, the City may, at its sole option, ask the respondent to provide the missing information or evaluate the submittal without the missing information.



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- Tab 1 Cover letter
- Tab 2 Executive Summary of Services to be provided
- Tab 3 Team Profile
- Tab 4 Acknowledgements of Major Agreement Terms
- Tab 5 Other Information to assist in our evaluation

2. You must address and deliver your submittal to:

City Clerk's Office
City of Prosser, City Hall*
601 7th Street
Prosser, WA 99350

* Submittals must be received by mail, or may be placed in the night drop box at City Hall, no later than 3:00 p.m. Prosser time on Thursday, October 29, 2020.

3. Submittals should be in a sealed envelope marked as following:

Name of Individual or Firm:
Title of Submittal:
Date and Time Submittal is due:

Any submittal not received by the due date and time will be considered unresponsive and returned to the individual or firm unopened.

4. City Contact for questions:

Tom Glover, City Administrator
City of Prosser, City Hall
601 7th Street
Prosser, WA 99350
(509) 786-8217
tglover@ci.prosser.wa.us

5. Key Dates:

RFQ Distribution:	<u>September 25, 2020</u>
Submission Deadline:	<u>October 29, 2020</u>
Selection Date on or by:	<u>November 30, 2020</u>

6. Definitions:

May: Indicates something that is not mandatory but permissible/desirable.



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Shall, Must, Will: Indicates mandatory requirement. Failure to meet these mandatory requirements will result in rejection of your submittal as non-responsive.

Should: Indicates something that is recommended but not mandatory. If the respondent fails to provide recommended information, the City may, at its sole option, ask the respondent to provide the information or evaluate the submittal without the information.

7. No telephone, electronic or facsimile submittals will be considered. Submittals received after the time and date for closing will be returned to the respondent unopened.
8. Submittal may be withdrawn at any time prior to the time and date set for closing.
9. The award shall be made to the responsible respondent whose submittal is determined to be the most advantageous to the City based on the evaluation factors set forth in this Request for Qualifications.
10. Submittals must include all criteria for selection to be considered complete. Any submittal that does not meet this requirement may be considered unresponsive. An individual authorized to extend a submittal must sign all submittals. Submittals that are not signed may be rejected.
11. The City reserves the right to reject any or all submittals or any part thereof, or to accept any submittal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any submittal when it determines that it is in its best interest to do so. The City also reserves the right to hold all submittals for a period of 60 days after the opening date and the right to accept a submittal not withdrawn before the scheduled submittal opening date.
12. Any person, firm, corporation or association presenting a submittal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications/scope of work.
13. All responses and accompanying documentation will become the property of the City at the time the submittals are opened.
14. The City shall not reimburse any individual or firm the cost of responding to a Request for Qualification.