

Request for Statement of Interest in Project and Further Request for Qualifications and Performance Data

The City of Highland requests – from architectural firms, for the project described below – submittals of (1) a *Statement of Interest* in the project, (2) a *Statement of Qualifications*, and (3) *Performance Data*, to City of Highland, Attn: Lana Hediger, 1115 Broadway, P.O. Box 218, Highland, IL 62249, by October 7, 2011, at 5:00 p.m. Please mark submittals “RFQ-Needs Assessment Study for New Public Safety Facility.”

Description of Project: The City desires to construct a new public safety facility that will house the (1) the Police Department, (2) Fire Department, (3) Emergency Medical Services, (4) 911 Communications Center, (5) a hardened Emergency Operations Center that may serve as Madison County’s backup Emergency Operations Center in the future, and (6) a multi-use community/training room. The City seeks the services of a qualified architectural firm, with experience in emergency response office design, to conduct a building Needs Assessment Study, the results of which will be used in designing – and obtaining funding for the construction of – the public safety facility. The City *may* select the architectural firm that prepares the Needs Assessment Study to design the public safety facility. A more detailed Scope of Services for this project is available at the Highland Police Department, 820 Mulberry, Highland, Illinois 62249.

A responding firm should submit the following with its *Statement of Interest*, *Statement of Qualifications*, and *Performance Data*: (A) completed U.S. General Services Administration Form 330, “Architect-Engineer Qualifications” (use PDF Version available on www.gsa.gov in the GSA Forms Library); (B) listing of firm’s existing clients and projected billings or man-months worked by firm on projects for those clients; and (C) other data demonstrating the firm’s ability to perform this project satisfactorily.

A responding firm should *not* submit, either formally or informally, to the City any verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction costs, or any other measure of compensation. Section 5 of the Local Government Professional Services Selection Act (50 ILCS 510/5) prohibits the City of Highland from seeking such information in connection with the submittals requested by this notice.

Submittals will be treated as confidential, restricted to access by the selection committee.

Questions may be directed to the Chief of Police: (618) 654-2131.

Scope of Services

For Architectural Firm's

Needs Assessment Study

For

Public Safety Facility

of the

City of Highland, Illinois



Scope of Services
For Architectural Firm's
Needs Assessment Study
for
Public Safety Facility

I. Project Description

The Highland, IL Police Department, Fire Department, Emergency Medical Services, and the 911 Communications Center are in the planning stages for a new public safety facility. We are seeking the services of a qualified architect with experience in emergency response office design to conduct a building Needs Assessment Study. Information obtained from the study will be used to promote the funding and ultimately the design of a new facility. The study will take into consideration population and staffing needs as well as future considerations. A ten acre building site has already been purchased on the north-east side of the city for the facility and a map is attached. The site is adjacent to the new regional hospital site.

The new facility will house the listed agencies, a multi-use community /training room, and a hardened Emergency Operations Center that may serve as Madison County's back-up EOC in the future. This is to allow them to capitalize on the benefits inherent from consolidating appropriate functions and areas. Equally important will be maintaining a certain degree of independence for each agency. It is important for the architect to have an understanding of the issues surrounding police, fire, EMS agencies, dispatch centers, and emergency operation centers.

II. Background

Highland, Illinois is a dynamic rural town of 9,919 residents located about 30 miles east of St. Louis, MO. The City of Highland has a long history of being a progressive municipality, successfully blending industry within a small town atmosphere.

The Emergency Medical Services is comprised of twenty-five paramedics/EMTs and currently handle calls for assistance over a 185 square mile area encompassing five fire districts. They maintain a response/training vehicle and a fleet of three Advanced Life Support ambulances that man two units 24 hours/7 days a week with the third in reserve. Near future needs may include a fourth ambulance.

The Fire Department is staffed by twenty-six volunteer firemen that operate out of two locations within the city. The main fire house is a shared facility with EMS. Equipment/apparatus utilized by the fire department include two ladder trucks, three pumpers, the chief's vehicle, a motorboat, and a pipeline spill response trailer.

The Police Department has nineteen sworn officers and a support staff of seven, who maintain the 911 Communications Center. They utilize a fleet of approximately twelve vehicles for patrol, investigations, and administration. A mobile command post and patrol boat is also maintained.

The current plan would include all police, fire, EMS, 911, and an EOC collocated in the new facility.

III. Scope of Services Sought

The Consultant's scope of work will include a review of relevant historical data, projected population trends, and anticipated staffing levels at least twenty years into the future. Included will be an analysis of departmental programs and the integration of technology into the facility.

The Needs Assessment study will include:

- Current and projected staffing and population trends
- Developing functional elements (rooms) list and estimated space needs
- Analysis will include consideration to current site area
- Study routine operations as required of each agency to achieve a thorough understanding of the operational needs
- Estimating design, construction and furnishing costs for the new facility
- Produce a written report

The final written report shall identify specific estimated needs for each agency as well as for the entire facility.

IV. Content of the Submittal

- a. Name, address, and phone number of your firm
- b. Type of organization and organizational structure
- c. Principals of the firm and the person who will lead the proposed project
- d. Name, function, and qualifications of personnel contemplated for this project
- e. A proposed timeline for completion of the project
- f. A list of similar public safety Needs Assessment Studies conducted by your firm
- g. Years of experience relating to public safety Needs Assessment studies
- h. Completed U.S. General Services Administration Form 330, "Architect-Engineer Qualifications" (use PDF Version available on www.gsa.gov in the GSA Forms Library)

V. Selection Process

Certain criteria will be considered by the selection committee in the evaluation of the submittals, which will include, but not limited to:

- a. Your firm's expertise for the project
- b. That your firm has conducted similar studies in the past three years
- c. Past record of performance on similar projects
- d. Experience with joint-use facilities
- e. Project organization and management
- f. Qualifications of the project team

The City of Highland may conduct discussions with, and require public presentations by, the architectural firms deemed to be the most qualified regarding their qualifications, approach to the project, and ability to furnish the required services.

VI. Submission Information

Interested architectural firms are invited to inspect the Police, Fire, and EMS facilities and to review information relevant to prior to making submittals. The City of Highland will not reimburse interested architectural firms for the costs incurred in preparing the submittals or during any oral presentation to a selection committee.

An interested firm should submit eight (8) copies of its *Statement of Interest*, *Statement of Qualifications*, and *Performance Data*.

Submittals should be sent to: City of Highland, Attn. Lana Hediger, 1115 Broadway, P.O. Box 218, Highland, IL 62249.

The deadline for submission is October 7, 2011 at 5:00 p.m.

VII. Contact Person

Questions about this Scope of Services of the Request for Qualifications may be posed to Chief Terry Bell at 618-654-2131 or tbell@highlandil.gov. Highland Police Department, 820 Mulberry St, Highland, IL 62249.

VIII. Final Selection Process

a. Final selection

On the basis of evaluations, discussions and presentations, the Selection Committee shall recommend to the City Council the architectural firms to be included in the top three (3) firms, and shall further recommend the ranking of these firms as first, second, and third in preference. The City Council reserves the right to change – either partially or entirely – the composition of the top three (3) firms and the firms rankings as first, second, and third in preference.

After the City Council has determined the composition of the top three (3) firms and their rankings as first, second, and third in preference, the Selection Committee shall then contact the firm ranked “most preferred” and attempt to negotiate a *proposed* contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. The City Council reserves the right to reject all, or some, of the terms of the *proposed* contract with the “most preferred firm.”

If the Selection Committee is not able to negotiate a *proposed* contract – with the firm ranked “most preferred,” all the terms of which are approved by the City Council – the Selection Committee shall then meet with the firm ranked “second most preferred,” and attempt to negotiate a *proposed* contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. The City Council reserves the right to reject all, or some, of the terms of the *proposed* contract with the “second most preferred” firm.

If, also, the Selection Committee is not able to negotiate a *proposed* contract – with the firm ranked “second most preferred,” all the terms of which are approved by the City Council – the Selection Committee shall then meet with the firm ranked “third most preferred,” and attempt to negotiate a *proposed* contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. The City Council reserves the right to reject all, or some, of the terms of the *proposed* contract with the “third most preferred” firm.

b. Contract Commencement and Completion

- i. The selected firm will be required to enter into a contract for this project with the City.
- ii. Any contract resulting from this RFP shall not be effective unless, and until, approved by the City Council. Upon approval, the contract shall start within 30 days after the award of the contract. The estimated completion date shall be no later than 180 days from the award of the contract.