Request for Proposal
Facility Needs Assessment
Lawrence Police Department
Investigations and Training Center
4820 Bob Billings Parkway
Lawrence, Kansas 66049

RFP #R1114

PURPOSE

The City of Lawrence, Kansas, and the Lawrence Police Department are accepting REQUESTS FOR PROPOSALS (RFP’s) for a FACILITY NEEDS ASSESSMENT for a potential new Police Department facility. A new Police Department facility would house all operations, storage requirements and include a variety of security related features and needs specific to modern and efficient 24/7 law enforcement operations. The requirements for the Facility Needs Assessment and the general conditions thereof are included in this document.

SECTION I – REQUEST FOR PROPOSAL INFORMATION

The deadline for submittal is no later than 5:00 p.m., on Friday, December 2, 2011. Fifteen (15) original hard copies, an electronic CD copy and an email version must be included, clearly marked accordingly, and delivered to:

Contact Information and Submittal Address

Mr. Christopher L. Mulvenon
Assistant to the Chief
Lawrence Police Department
Investigations and Training Center
4820 Bob Billings Parkway
Lawrence, Kansas 66049
785-830-7402 – office
785-423-4656 – cell phone
mulvenon@lkpd.org – email address

Site Visit Requirements

The Lawrence Police Department has operations in three (3) separate facilities, as well as evidence / equipment / vehicles in another three (3) locations throughout the City. One afternoon has been set aside for a site visit tour to all six (6) of these locations. Attendance at this one-time site visit tour is mandatory in order for your individual RFP to be considered valid. The site visit tour will be held on Friday, November 18, 2011, beginning promptly at 1:00 p.m., at the Lawrence Police Department Investigations and Training Center, 4820 Bob Billings Parkway, Lawrence, Kansas 66049. For security
reasons, the locations and addresses of all buildings where the Lawrence Police Department has operations/equipment will be given to all prospective applying firms on the day of the site visit.

Amendments to Submitted Proposals

Amendments to proposals will be accepted for only a 24 hour “grace period” after the official due date. The City’s contact for this project, Chris Mulvenon, must first be contacted either by phone(s) or e-mail and notified that an Amendment will be forthcoming, and details of such Amendment must be forwarded in writing in order to be considered for inclusion. The City reserves the right to accept or reject any and all Amendments. The City will notify those making Amendments that the Amendments were accepted or rejected after the review committee makes their recommendation.

Basis of Award and Acceptance Time Period

Awarding of the Facility Needs Assessment will be based upon, but not limited to the following criteria:

- Related project experience;
- Project team;
- Project approach;
- Schedule and timeliness of project completion;
- Scope of services;
- Ability to translate Lawrence Police Department needs to realistic results;
- Attention to detail and thoroughness.

The project will begin as soon as the firm is selected and contract is awarded, not to exceed 7 days.

SECTION II – MINIMUM REQUIREMENTS

Project Scope

The selected firm will conduct interviews and/or group meetings related to space programming assessments to determine exact needs and requirements of all Lawrence Police Department’s functions / services. This will cover a detailed space-by-space definition of the elements needed for facilities based on current usage, desired new amenities and potential for future growth and needs.

The project will include a summary of recent historical growth trends in population, university and school enrollment data, City / County economic development reports, annexation data, business growth / building permits and expected strategic long term planning for community / business / industry / educational / Bio-Science development from the Chamber of Commerce and/or Tourism, Convention and Visitors Bureau.
The project will also include an analysis of potential site locations where a facility could be located. A cost estimation based upon the results of your firms findings will be performed to assist in determining the level of facility that could be completed.

**Location**

The exact location for a new police facility has yet to be determined. Site availability / analysis will be part of the process. Presently, there are three primary locations for personnel operations for the Lawrence Police Department at:

- Lawrence, Kansas Police Department
  Investigations and Training Center
  4820 Bob Billings Parkway
  Lawrence, Kansas  66049

- Lawrence, Kansas Police Department
  Law Enforcement Center
  111 East 11th Street
  Lawrence, Kansas  66044

- Animal and Parking Control
  Lawrence Police Department
  935 New Hampshire
  Lawrence, Kansas  66044.

**Performance Period**

After the awarding of the contract the selected firm will have until 5:00 p.m., Friday, March 2, 2012, to complete the Facility Needs Assessment and have the required hard copies and electronic versions turned into / e-mailed to:

Mr. Christopher L. Mulvenon, Assistant to the Chief
Lawrence Police Department
Investigations and Training Center
4820 Bob Billings Parkway
Lawrence, Kansas  66049.

Two presentations of the findings will be made. The first presentation will be for City Management, Police Department Staff and Review Committee members at a date to be announced. The second will be to the Lawrence City Commission at a date to be announced.
SECTION III - PROPOSAL CONTENT AND GENERAL CONDITIONS

Company Requirements:

The selected firm must be:

- Licensed to practice in the State of Kansas;
- Able to demonstrate experience and proficiency in the area of providing Police / Law Enforcement / Public Service Needs Assessments;
- Able to produce examples of positive experiences conducting Facility Needs Assessments with other municipal/law enforcement clients;
- Highly experienced and knowledgeable in the area of law enforcement facility design and adjacency operations;
- Able to develop long range plans that provide for at least a 25 year facility usability life span.

Submittal Requirements

All firms interested in submitting an RFP are required to submit a Statement of Qualification on behalf of their design company and are required to provide the following:

- The name, address, telephone(s) and e-mail addresses of your firm;
- A complete description of your firm, including its qualifications and project experience over the last five (5) years with respect to Facility Needs Assessments / studies;
- Names of the principals of your firm and the resume of each. Identify the principal who will be in charge of the proposed study and provide resumes of all individuals to be involved in the study;
- Provide a close estimate of the number of hours for completion of the Facility Needs Assessment to include the hourly rate charged for your staff time;
- Provide background information on your practice including how long the company has been in business and detail the areas of expertise your company offers;
- Identify any/all sub-consultants who will be participating on your team and state what their role will be;
- The RFP shall clearly define all evaluation factors, techniques and rationale your firm will utilize to provide a thorough Facility Needs Assessment;
- Provide pictures and sample floor plan layouts of other law enforcement / police stations that your firm has worked on over the last five (5) years. Also include similar examples of projects your firm worked on 20 or more years ago if that is possible;
- Provide lists of recent projects that best illustrate current qualifications for this study including contact persons;
- Any other information that your firm feels is appropriate to assist in the consultation / selection process.
The City of Lawrence, Kansas, reserves the right to reject in part or in whole all RFP documents submitted, and to waive any technicalities for and in the best interest of the City.

Items that must be included in the Facility Needs Assessment are, but not limited to:
- A thorough evaluation of the deficiencies throughout the department/locations;
- A study/evaluation of the routine operations of the Lawrence Police Department in order to achieve a thorough understanding of the various operations/services;
- Identify and determine, for each operational element/unit; a set of specific space needs for both current and long-term projected (25 years) operations;
- Determination of the interaction / adjacency priorities of the operational elements/units;
- Provide approximate construction and furnishings costs for a new police facility including site procurement;
- Site location evaluation and ranking based upon availability;
- Site cost;
- Ease of public access and acreage available for all Police Department needs including future expansion.

The Facility Needs Assessment will categorize current facilities in use by the police department and their function/use/deficiencies and provide a summary including:
- Condition Assessment;
- Annual Operating Costs;
- Utilization/Functionality;

A new police facility would feature a "one facility concept" where all police department functions are addressed including:
- Office of the Chief of Police;
- Personnel Records Storage;
- Teleserve;
- Patrol Squad Room, Supervisory Offices, Files / Storage / Operations;
- Records Availability and Records Archives;
- Information Technology;
- Evidence Storage;
- Animal Control;
- Parking Control;
- Office of Professional Accountability;
- Crime Analysis;
- Investigations;
- Evidence and Crime Scene Processing;
- Interview Rooms with CCTV;
- Multiple Meeting Rooms for Training, Conferences, Major Investigations / Emergency Operations, Luncheons, Community Availability;
- Traffic Enforcement;
- Drug Enforcement;
- Community Services;
- Training Offices and Multi-functional Training Room;
- Full Service Kitchen for 24/7 Use Including Long Term Activations;
- Armory;
- Historical Items/Photos Display;
- Adequate Storage Space Department Wide;
- Exercise Room;
- Locker Rooms and Showers;
- Janitor Closets and Storage;
- Public Parking;
- Secure, Covered Parking for Fleet and Specialty Vehicles;
- Secure Employee Parking;
- Building Security and CCTV Monitoring;
- Emergency Power;
- Special Teams Preparation / Storage Area;
- Specialty Vehicle Storage and Evidentiary Vehicle Processing;
- Janitorial and Building Maintenance;
- Loading Dock;
- Building and Grounds Expandability.

**Time and Due Date**

It shall be the responsibility of each Firm to ensure your required RFP documentation is turned in to Mr. Christopher Mulvenon, Assistant to the Chief, by December 2, 2011.

Envelopes containing your documentation must be received sealed.

The City of Lawrence reserves the right to waive any irregularities and to make the award in the best interest of the City of Lawrence and the Police Department.

**Award**

The contract award for the Facility Needs Assessment will be made within 60 days after the deadline for the submitted documentation. No award will be made until after investigations are made as to the responsibilities and qualifications of the best firm.

Information contained in submitted and accepted documents shall not be available for inspection until after the award has been made by the City Commission. Requests for this information must be submitted in writing.
Assignment

The successful Firm may not assign its rights and duties under an award without the written consent of the City of Lawrence City Manager. Such consent shall not relieve the assignor of liability in the event of default by his assignee.

References

A minimum of five (5) references, preferably located within the Lawrence / Topeka / Kansas City region must be included. Company (Department/Agency/Business) name, contacts, telephone and cell-phone numbers and e-mail addresses must also be included with each submittal.

Prohibition Against Personal Financial Interest in Contracts

No employee of the City of Lawrence, Kansas, shall have a direct or indirect financial interest in any proposed or existing contract, purchase, work, sale or service to or by the City.

SECTION IV - EVALUATION CRITERIA

The City/Lawrence Police Department, in its evaluation of a successfully submitted Request for Proposal, will convene and rely upon an RFP review board that could include City Commission members, current employees and retirees from the Police Department, current employees of the City of Lawrence and Citizens of the City of Lawrence. Professionals from the Architectural Industry may also be invited to comment and/or be part of the evaluation committee. Findings of this board will have equal weight with other factors including but not limited to past work product and satisfaction level of previous clients.

The successful firm will be evaluated on qualifications including but not limited to:

- Related project experience;
- Qualifications of the firm’s project team;
- Project approach;
- Schedule and timeliness of project completion;
- Scope of services;
- Ability to translate Lawrence Police Department needs to realistic results;
- A review of past projects your firm has completed;
- Interviews and/or questionnaires with past clients;
- Attention to details and thoroughness.

SECTION V – EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

The contractor agrees that the contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability,
national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, “equal opportunity employer.” The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights commission in accordance with the provisions of K.S. A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the City.

Community and Department Background

Lawrence possesses all of the aspects of a friendly, active and culturally diverse community for its 91,048 residents. With the perfect combination of small-town hospitality and big-city attractions, Lawrence lays claim to its share of national recognition and historical significance.

Lawrence provides many of the amenities of a large metropolitan area, while still maintaining a strong sense of community. Lawrence offers a rich and fascinating history, a wide range of exciting institutions, and some of the most unique and enjoyable shopping opportunities in the Midwest. Lawrence boasts one of the most vibrant downtown shopping, dining and entertainment districts in the area. Many have called Massachusetts Street – or “Mass” to the locals – one of the most beautiful main streets in America and old west Lawrence, just west of Massachusetts, is a beautiful asset with dozens of historically significant and registered turn of the century single family residences.

The Lawrence, Kansas Police Department is an integral part of protecting and preserving the entire city and its residents has an authorized strength of 143 sworn personnel (147 beginning 01-01-12) along with a full-time civilian management/support staff of 43 employees. The department patrols 314 miles of streets and operates 24/7 out of two facilities, our Law Enforcement Center, 111 East 11th Street and our Investigations and Training Center, 4820 Bob Billings Parkway. In addition to Patrol, Investigations and Training, the Lawrence, Kansas Police Department is also responsible for the supervision of the City’s Animal Control, downtown Parking Control and part time School Crossing Guards with a separate office just north of the Law Enforcement Center. All of these public services continue to contribute to the quality of life our citizens have come to expect.

Sports and recreation are an important part of life in Lawrence, whether you’re a participant or a spectator. The Lawrence, Kansas Police Department is often called upon to provide traffic control/crowd control for a myriad of events from 5K runs to the 2008 NCAA Basketball Championship celebration, which drew an estimated 25,000 fans to “Mass” Street. Lawrence is home to more than 54 local parks and Clinton Lake State Park, which provide family friendly outdoor entertainment.
Lawrence is also home to two universities: The University of Kansas and Haskell Indian Nations University. Approximately 28,000 students attend KU, which is ranked as one of the nation’s most beautiful campuses. Haskell Indian Nations University, with an approximate enrollment of 1,000 students is the nation’s only inter-tribal university for Native Americans and represents more than 150 tribes from all across the country.