

REQUEST FOR PROPOSALS
City of Lawrence, Kansas
Police Department

Architectural & Engineering Services for
Police Facility – Phase 1
Project #PD1803CIP
RFP #R1809

Note: The City of Lawrence, Police Department is hereafter referred to as “the Department” within this Request for Proposal.

Procurement Schedule

No	Activity	Date
1	Issuance of RFP	Fri, 18-May-2018
2	Pre-Submittal Conference at 9:00am-12:00pm Central time	Thurs, 31-May-2018
3	Deadline to Submit Questions	Tues, 05-06-2018
4	Answers to Questions Posted as Addenda	Mon, 11-Jun-2018
5	Deadline for Proposals to be Received 5:00 PM Central time	Wed, 20-Jun-2018
6	Shortlisting of Consultants & Interview Notifications	Fri, 29-Jun-2018
7	Interviews	July 11-13, 2018
8	Notification to Selected Consultant	Fri, 14-Jul-2018
9	Clarification Phase	2-3 week duration
10	Tentative Date for Clarification Kick Off Meeting	Week of July 16, 2018
11	Tentative Date for Clarification Checkpoint Meeting	Week of July 23, 2018
12	Tentative Date for Clarification Summary Meeting	Tues, 31-Jul-2018
13	Notice of Intent Award	August 2018

The Department reserves the right to modify the Procurement Schedule. Changes will be posted as Addenda.

Point of Contact
Brian Lines | brianlines@ku.edu | 785-864-6503

Pre-Submittal Conference:

A Pre-Submittal Conference will be conducted to provide an overview of the scope and associated procurement process. Consultants are strongly encouraged to **send lead members of their project team that would be assigned to the project if awarded (in addition to, or in lieu of, business development or sales personnel)**. A "Proposal Development" workshop* will also be conducted following the Pre-Submittal Conference, to provide vendors with a simulated proposal scenario based upon the specific evaluation criteria listed in this RFP.

The Pre-Submittal Conference will be held on:

Thursday, May 31st, 2018	
Pre-Submittal Conference	Proposal Development Workshop
9:00-11:00am Central time Investigations and Training Center Training Room 4820 Bob Billings Parkway Lawrence, KS 66049	11:00am-12:00 pm Central time Investigations and Training Center Training Room 4820 Bob Billings Parkway Lawrence, KS 66049

It is non-mandatory for the Consultants to attend the Pre-Submittal Conference in person. Though the Department will attempt to answer all questions raised during the Pre-Submittal Conference, Consultants are encouraged to submit questions they would like addressed at the Pre-Submittal Conference to the RFP Coordinator, preferably no later than three (3) days in advance of the Pre-Submittal Conference. This will allow time to research and prepare helpful answers, and better enable the Department to have appropriate representatives in attendance.

Unless authorized by the point of contact, no other Department official or employee may speak for the Department regarding this solicitation until award is complete. Any Consultant contacting other Department officials or employees does so at their own risk. The Department is not bound by such information.

Full Access to All RFP Documents:

Printed copies of the RFP documents may be obtained from Drexel Technologies at www.drexeltech.com. Additionally, RFP Documents may be downloaded electronically, picked up on CD, or viewed in person during normal business hours at Drexel Technologies, 10840 West 86th Street, Lenexa, KS 66214-1632. See the Drexel Technologies website for pricing. All purchases are non-refundable. Drexel Technologies can be contacted by phone at (913) 371-4430 or electronically at www.drexeltech.com. RFP Documents will be shipped only if the requesting party assumes responsibility for all related shipping charges. Corporate, certified, or cashier's checks shall be made payable to Drexel Technologies.

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Section 1: Purpose and Background

1.1 Purpose

The Department is seeking to contract with a qualified firm for professional services related to the planning and design of a new police facility.

1.2 General Information

The City provides police service to a population of approximately 102,000. The Police Department currently has about 154 sworn staff and 28 civilian staff. The Department has a proposed project budget of \$18.5 million for Phase I of the Police Facility. This total project budget includes all professional services, construction costs, furnishings, equipment, and soft costs. The police facility will be built on City-owned property, but all site development costs are included in the project budget.

1.3 Background Information

In 2012 a Police Facility Needs Assessment was completed and has been attached as supporting documentation to this RFP in Section 8. The study looked at current facilities, personnel, equipment, services provided, population, and then equated those into the needs of the department based upon historical growth within the City and department that would accommodate at least 20 years of projected growth of all factors. The study called for a lot of at least 13.1 acres, total building area of 73,678 square feet, and total facility footprint of 103,239 square feet.

In the 2018 Budget process, the City Commission approved funds for construction of Phase I of a Police Facility for the 2019 CIP. Space needs in the Police Facility Needs Assessment and will need to be updated after reviewing priorities with the Department. Department staff has identified in Section 9 of this RFP the critical elements to be included in Phase I, other priorities to consider in Phase I, and elements to incorporate into Phase II.

In December of 2017, the City Commission selected 5100 Overland Drive as the site of the future police facility. The site is approximately 29.5 acres and currently zoned Open Space District (OS). Approximately 16 acres will need to be re-zoned General Public and Institutional Use District (GPI) for the police facility, with approximately 13 acres remaining zoned as OS for future park use. Planning of the future park is included in design services.

On May 15, 2018, the City Commission authorized the use of the Construction Manager at-Risk (CMAR) delivery method for construction of the Police Facility – Phase 1.

1.4 Deadline to Submit Proposals

Wednesday, June 20, 2018
5:00 p.m. Central Time Zone

1.5 Submission Method

Proposals are to be submitted via email to the Point of Contact:

Brian Lines | brianlines@ku.edu | 785-864-6503

Section 2: Scope of Work

2.1 Project Scope

For the new police facility project, Consultant shall provide customary architectural and engineering services, including all civil, landscaping, structural, mechanical, electrical, and plumbing, to prepare schematic design, design development, and final construction drawings and specifications in compliance with current local Building Codes, other applicable ordinances, and municipal, state and federal regulatory requirements. Consultant shall also provide landscape architectural services for the adjacent recreational park master plan. Additional disciplines will likely be required, such as security, lighting, sound and information technology consultants and furniture, fixture and equipment planning, coordination and recommendations, and any other disciplines required to provide complete A/E design services for a ready to occupy police facility. These services shall be included in the Consultant's scope by either in-house specials or subconsultants.

The Department does NOT plan to pursue formal LEED certification. However, the Department does wish to incorporate sustainable design elements. The Department requires an approach that considers energy efficiency, life cycle costs, best management practices, low impact development, and other sustainable methods and techniques to be incorporated throughout the planning and design process.

Consultant should be prepared to make a public presentation to the City Commission at each major phase of the design process to provide information and accept input and guidance. Consultant shall prepare budget estimates for each major design phase certifying that the design is within budget and shall be responsible for design changes if the phase is not within budget.

Consultant will file the appropriate applications with the City's Planning and Development Services Department for the zoning changes, site plans, special use permits, and preliminary and final plats. Consultant will attend and present the planning submittals to the Planning Commission and Governing Body as required.

The applications to complete the land use entitlement processes can be found here and include the requirements for the necessary drawings:

Rezoning

<https://assets.lawrenceks.org/assets/pds/planning/documents/form-rezone-ma.pdf>

Special Use Permit

<https://assets.lawrenceks.org/assets/pds/planning/applications/SUP.pdf>

Preliminary Plat

https://assets.lawrenceks.org/assets/pds/planning/applications/MajorSub_Pre.pdf

The City of Lawrence will contract directly with entities for the following services:

- o Construction Manager
- o Special Inspections
- o Commissioning Agent

Consultant's scope for construction phase services will be determined prior to the start of construction and a supplemental agreement executed at that time.

2.2 Anticipated Services to be Provided

A. PRE-DESIGN SERVICES

- a. Conduct pre-design charrettes with designated City personnel and their agents to establish a mutual understanding of the project requirements and priorities.
- b. Review previous Needs Assessment and Phase 1 Priorities. Provide concise summary report with updated objectives of the project, including the interrelation of space allocations, the areas required for the spaces, specific materials and/or assemblies to be used, cost implications, constraints, and any special design considerations required for the project.
- c. Advise on measures to align the project requirements and priorities with the budget.
- d. Establish a schedule for each design phase.

B. SCHEMATIC DESIGN SERVICES

- a. Identify and define program requirements with input from designated personnel of the Police Department and provide a schematic space plan for the facility.
- b. Develop schematic site documents identifying, but not limited to:
 - i. Building footprint and alternative building designs
 - ii. Building elevations, sections, and floor plans
 - iii. Space planning, furnishings, and finishes
 - iv. Parking areas
 - v. Landscaping
 - vi. Adjacent park master plan
 - vii. Utility infrastructures and proposed easements
 - viii. Property boundaries
 - ix. Topographical surveys
 - x. Soil borings
 - xi. Stormwater detention and/or treatment
 - xii. Site lighting photometric
 - xiii. Traffic study and roadway improvements
- c. Provide outline specifications.
- d. Prepare budget estimates for this phase including MEP.
- e. Develop master plan for the site to include future police facility phases as well as features of adjacent recreational park.
- f. Consultant will present at neighborhood meetings on the site master plan, gather input from citizens, and make revisions per direction of City personnel.
- g. Consultant will make public presentations to the Planning Commission.
- h. Consultant will make public presentations of the schematic design and planning submittals to the City's Governing Body.

C. DESIGN DEVELOPMENT SERVICES

- a. Continue development of schematic phase documents and base drawings to design development level documents for submittal to designated City personnel and their agents for review.
- b. Prepare budget estimates for this phase (to include construction and furnishings) certifying that the design is within the budget.
- c. Develop alternates as required to allow options to keep project within budget.

- d. Provide value engineering recommendations and solutions if budget constraints are exceeded.
- e. Consultant will make public presentations of the design development design to the City's Governing Body.
- D. CONSTRUCTION DOCUMENT SERVICES
 - a. Coordinate with designated personnel of the City and any consultants to integrate all security and information technology systems.
 - b. Consultant will make public presentations of the completed construction documents to the City's Governing Body.
 - c. Make any final revisions to construction documents incorporating any input from City's Governing Body.
 - d. Provide documents that are fully coordinated with each design discipline including information provided by contractors and consultants under direct contract with the City for permit submission.
 - e. Provide final construction cost estimate.
 - f. Provide value engineering recommendations and solutions if budget constraints are exceeded.
 - g. All drawings and specifications shall be signed by architects and engineers licensed in the State of Kansas, and then submitted to regulatory and permitting authorities.
 - h. Consultant shall coordinate and respond to permit submittal review comments in such a manner that produces the required project permits.

2.3 Capital Project Management Software (CPMS)

Consultant will be required to utilize the City's CPMS (web-based e-Builder project management software and communications tool) in meeting the requirements of this contract. The Department will provide, at no charge to the Consultant, a license for the Consultant to access the web-based software on the Consultant's computer.

Section 3: Procurement Requirements

- 3.** Section 3: Interested firms are required to submit a proposal that adheres to the following procurement requirements.

3.1 Conflicts of Interest

No conflicts of interest shall be permitted with the project. A potential conflict of interest exists if any member of the Consultant has any interest that would conflict, or has the appearance of conflicting, in any manner with the performance of the work on this project.

3.2 Special Requirements

The Consultant agrees that it 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 Consultant agrees that if the consulting firm fails to comply with the manner in which the Consultant reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the Consultant shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the Department. If the consulting firm 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 consulting firm shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the Department.

3.3 Overview of The Expertise-Driven Project Delivery Process

This contract will be delivered via the Expertise-Driven Project Delivery (XPD) process as outlined in this RFP. The XPD process consists of three primary phases: 1) Selection Phase, 2) Pre-Award Clarification Phase, and 3) Post-Award Performance Metrics.

3.3.1 Selection Phase

The first phase of the XPD process focuses on each Consultant's ability to differentiate itself from competing proposals. Consultants will be evaluated based upon the ability to identify, prioritize, and minimize project risks, add differential value to the Department, show a high level of past performance on behalf of other clients and similar projects, and propose a highly-qualified project team. Submitted proposals should be brief, show differentiation, and allow the Department to make a justifiable selection. It is imperative that each Consultant realize that what is written in the proposals and discussed in the interviews will become part of the final contract.

3.3.2 Pre-Award Clarification Phase

The second phase of the XPD process occurs prior to award with the selected Consultant. The selected Consultant will be required to clearly present their implementation plan for the project, coordinate risk minimization solutions, clarify value assessment options, and identify specific support and resources that will be requested from the Department throughout the project. This phase is provided to the selected Consultant to ensure they have properly addressed and accounted for all aspects of the scope in their proposal.

3.3.3 Post-Award Performance Metrics

After the contract is awarded, post-award performance metrics will be measured continuously throughout the contract duration. The awarded Consultant will be required to monitor and track all risks (actual and potential deviations to the contract) on a regular basis. Additional post-award performance metrics (specific service-level-agreement items and/or key performance indicators) may also be established.

Section 4: Selection Phase

4. This section describes the Selection Phase of the XPD process and is divided into two subsections:

- 4.1 Proposal Submission: description of required proposal content.
- 4.2 Evaluation Process: description of evaluation procedures.

4.1 Proposal Submission

This subsection provides a description of the required proposal content that is required from each Consultant.

4.1.1 Proposal Form Templates

This RFP contains the Forms described below. Consultants must use these Forms and no other proposal content will be considered for evaluation. A template for each Form is provided in electronic format for Consultants to use. Consultants must download, complete, and submit each Form in their proposal. Consultants shall NOT re-create these Forms, create their own Forms, or edit the format of the Forms (page sizing, font type, font size, color, etc.) Any proposal that does not adhere to these requirements may be redacted or deemed non-responsive and rejected (for the specific sections where infractions are found or for the entire proposal).

A separate file in Microsoft Word document file is provided for Section 7 – List of Proposal Forms. This document contains the required templates for Proposal Forms 1-10. Consultants must use the required templates when compiling their proposal response.

4.1.2 Proposal Form 1: Signature Page

Consultants must complete all information requested in the Proposal Form, including:

- Contact information for the Consultant.
- Acknowledgement of all addenda.
- Signature of the person authorized to contractually obligate the Consultant.

4.1.3 Proposal Form 2: Project Team

Consultants must identify the names of their project team role. The Department has designated the following project team roles as being critical for this contract (please note that the job titles are generic and may not accurately reflect the specific job titles within each Consultant):

- Project Architect: responsible for coordination of the design team.
- Design Architect: facilitate the design progression, including design sessions, gathering input from personnel on key elements to the program, advising on budget and schedule impacts of the design, etc.
- Civil Engineer: the person responsible for site development that would be included in design milestones.
- Mechanical/Electrical/Plumbing (MEP) Engineer: the person responsible for the overall building Mechanical, Electrical, and/or Plumbing design.

- **Landscape Architect:** the person responsible for leading the recreational park master plan efforts

Following contract award, the Department expects these project team role to act as the lead individuals responsible for the roles identified above. The term “lead individual” is defined as the person who will devote the greatest time allocation to completing the day-to-day tasks, activities, and requirements associated with each role. In other words, the “lead individuals” are expected to devote the greatest time commitment at the operational level (rather than an executive, partner, or other leadership staff that will be less directly involved in day-to-day operations).

These project team role cannot be removed or replaced without written approval by the Department.

Consultants are encouraged to submit a Request for Information (RFI) should they feel that the above-listed individuals do not optimally represent the key roles and/or distinct technical competencies required for this RFP.

4.1.4 Proposal Form 3: List of Subconsultants

Consultants must list the subconsultants proposed as part of their project team. If no subconsultants are proposed, this Form may be left blank.

4.1.5 Proposal Form 4: Execution Methodology

The purpose of the Execution Methodology is to establish a brief chronological roadmap of how Consultants plan to deliver the project’s Scope of Work. The Execution Methodology must include a description of major milestones, activities, and deliverables along with associated sequencing, approximate schedules/durations, and means and methods being proposed.

In order to minimize bias, the Execution Methodology **MUST NOT** contain any names that can be used to identify Consultants (such as company names, personnel names, project names, client names, or product names).

An Execution Methodology template is provided as a form and must be used by all Consultants. Consultants are **NOT** allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc.).

The Execution Methodology must **NOT** exceed 2 pages (front side of page only).

Proposals that fail to meet the above formatting requirements may be removed from the evaluation process and given a score of zero. The Department also reserves the right, in its sole discretion, to redact portions of a submission to remove non-compliant information. The Execution Methodology will become part of the final contract for the selected Consultant.

4.1.6 Proposal Form 5: Risk Assessment

The Risk Assessment is separated into two sections: Assessment of Controllable Risks and Assessment of Non-Controllable Risks.

- **Assessment of Controllable Risks:** Consultants must identify specific aspects of

the Scope that they deem to be most critical for achieving a successful project outcome. In addition to identifying these aspects, Consultants must describe their planned action steps for achieving a successful outcome, including the specific operational approaches that will be employed to do so. In other words, these aspects can be thought of as technical risks that Consultants are able to minimize based upon their technical expertise and past experience. Controllable risks should be listed in order of priority.

- **Assessment of Non-Controllable Risks:** Consultants must identify the risk items that have potential to impact to the project cost, schedule, scope, and/or quality. Emphasis should be placed on risk items that are non-controllable by the Consultant, which may include, but are not limited to, risks caused by the Department, the Department's agents/partners/consultants/representatives, third party stakeholders and authorities having jurisdiction (AHJs), concealed conditions, market conditions, and/or other unforeseen events that may impact the project. In addition to identifying non-controllable risk items, Consultants are required to utilize their expertise to (a) identify the step-by-step action steps they will take to prevent each risk from impacting the project, (b) define the potential impacts to the project if the risk does occur, and (c) recommend a response plan if the risk does occur. Non-controllable risks should be listed in order of priority.

In order to minimize bias, the Risk Assessment **MUST NOT** contain names that can be used to identify Consultants (such as company names, personnel names, project names, client names, or product names).

Risk Assessment templates are provided as a form and must be used by all Consultants. Consultants are **NOT** allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc.).

The Risk Assessment must **NOT** exceed 4 pages (front side of page only) (2 pages for Controllable Risks and 2 pages for Non-Controllable Risks).

Proposals that fail to meet the above formatting requirements may be removed from the evaluation process and given a score of zero. The Department also reserves the right, in its sole discretion, to redact portions of a submission to remove non-compliant information. The Risk Assessment will become part of the final contract for the selected Consultant.

4.1.7 Proposal Form 6: Value Assessment

Consultants shall identify options that are alternate to the base Scope of Work. The Value Assessment is intended to allow Consultants to differentiate themselves based upon their expertise and ability to identify opportunities to improve project outcomes for the Department. Value Assessment items may include, but are not limited to, the following: scope additions, scope reductions, and/or scope alternates. Value Assessment items should be listed in order of priority.

During the Pre-Award Clarification Phase, the Department will determine whether each Value Assessment item from the selected Consultant will be accepted or rejected.

In order to minimize bias, the Value Assessment MUST NOT contain names that can be used to identify Consultants (such as company names, personnel names, project names, client names, or product names).

A Value Assessment template is provided as a form and must be used by all Consultants. Consultants are NOT allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc.).

The Value Assessment must NOT exceed 2 pages (front side of page only).

Proposals that fail to meet the above formatting requirements may be removed from the evaluation process and given a score of zero. The Department also reserves the right, in its sole discretion, to redact portions of a submission to remove non-compliant information. The Value Assessment will become part of the final contract for the selected Consultant.

4.1.8 Proposal Form 7: Past Performance Surveys for the Project Team

Consultants shall prepare and submit Past Performance Surveys for their project team role. The Department will analyze past performance surveys for each of the project team role listed below. These entities are the same as the Project Team (Proposal Form 2):

- Project Architect
- Design Architect
- Civil Engineer
- MEP Engineer
- Landscape Architect

For each of the project team role, the Consultant shall prepare and collect Past Performance Surveys (Proposal Form 7) as outlined below. A **maximum of Three (3)** Past Performance Surveys may be submitted for each project team role.

4.1.9 Proposal Form 8: Narratives of Related Experience

Consultants shall describe their team's experience delivering projects of similar scope. The Department is most interested in brief narratives of the operational approaches, means and methods, and execution strategies directly performed by Consultants on related projects. The Department is also interested in specific challenges the Consultant team encountered on related projects and how these challenges were addressed/overcome.

Narratives of Related Experience ARE NOT required to be anonymous. Consultants are welcome to identify the specific project, participating project team role, and relevant details as appropriate within the narrative.

The template provided in Proposal Form 8 must be used by all Consultants. Consultants are NOT allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc.)

Each Consultant is encouraged to submit a maximum of three (3) Narratives of Related Experience. As indicated in Proposal Form 8, each narrative is limited to a single (1) page (front side only) and a single (1) additional page of visual representations.

The narratives must address the following components:

- Project Information: Name, Client/Owner, Current Status, Approximate Design Duration, Approximate Construction Budget, Square Footage
- Narrative: brief case study including a description of building occupancy, footprint, adjacencies, structural system, and other key design elements (features, aesthetics, building flow, etc.) in addition to means and methods used in the design phase to execute the project.
- Visual representation: in addition to the narrative, 1 page of visual representations (building picture, rendering, elevation, section, etc.) are requested.

4.1.10 Proposal Form 9: Proposal Assumptions

Consultants shall identify any assumptions that were made when preparing their proposal response. This may include, but is not limited to, items that are considered to be “in” or “out” of scope, assumptions of the Department’s existing environment and capabilities, tasks/resources the Department will be requested to provide, etc. This Form will NOT be evaluated. It will only be viewed AFTER the evaluation process has been completed and the selected Consultant is notified.

4.1.11 Proposal Form 10: Cost Proposal

Consultants shall provide their Cost Proposal via the format indicated in the Form.

Cost proposals are required to cover cost for all items included within the Scope of Work (SOW).

Consultants who wish to propose any alternate to the base Scope of Work (SOW) should do so within the Value Assessment (Proposal Form 6) part of the RFP.

4.1.12 Interviews

The Department will conduct interviews with each of the Consultants. The Department may shortlist Consultants prior to the Interview stage based upon the shortlisting procedures described below. The interviews will be limited to the following project team roles. No other individuals will be allowed to participate in the Interviews. The Department may also request to interview additional personnel at their sole discretion.

- Project Architect
- Design Architect
- Civil Engineer
- MEP Engineer

The individuals that will be interviewed must be the same person that is identified in the Consultants’ Proposal. No substitutes, proxies, phone interviews, or electronic interviews will be allowed (special circumstances may be considered at the sole discretion of the Department – please notify the Department with as much advance notice as possible). Individuals who fail to attend the interview will be given a score of zero, which may jeopardize the Consultant’s competitiveness.

Interviews are expected to last approximately 30 minutes per individual. The Department will interview individuals separately. No other individuals (from the Consultant’s organization) will be allowed to sit in or participate during the interview session.

Interviewees may not bring notes, handouts, or other marketing materials unless specifically requested by the Department.

4.2 Evaluation Procedures

This subsection provides a description of the evaluation procedures that will be used.

4.2.1 Overview

The Department will select the Consultant that, in the sole judgment of the Department, best meets the RFP requirements. The Department reserves the right to clarify, negotiate, or seek additional information, on any Proposal.

4.2.2 Evaluation Summary

Proposals will be prioritized based on the categories described below. Note that only shortlisted Consultants will participate in the Interviews.

Evaluation Category	Maximum Points
Cost Proposal	10
Execution Methodology	10
Risk Assessment	20
Value Assessment	10
Past Performance Surveys (Project Team Personnel)	05
Narratives of Related Experience	10
Interviews of Project Team Personnel (short-listed, if necessary)	35
Maximum Total Points Possible:	100

4.2.3 Responsive and Responsible

The Department shall only consider and evaluate proposals from responsive and responsible Consultants.

To be considered responsive, at a minimum, Consultants must complete and submit all of the required information that is requested in this RFP and its Forms, and the Proposal must also be delivered on time and to the correct address as identified in this RFP. Any proposal that is unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may be marked as non-responsive.

To be considered responsible, at a minimum, Consultants must be presently engaged in providing the services similar to those required in this RFP, must have appropriate licenses, and must be capable of performing the services required in the Scope of Work. The Department, in its sole discretion, may reject any proposal in which the Consultant:

- Has unsatisfactorily performed work for the Department in past projects.
- Has a current contract with the Department which is not in good standing.
- Has had a contract terminated by the Department for non-performance.
- Is engaged in unresolved disputes or is in litigation with the Department.
- Has been or is presently debarred, suspended, proposed for debarment, or declared ineligible for award of a contract by any public entity.
- Had judgments rendered against them for fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or tax evasion.

The Department reserves the right to contact any Consultant to clarify information in its proposal, to request additional information from the Consultant, or to conduct additional investigation about the Consultant not outlined in this RFP. Consultants that do not or cannot provide the requested information may be considered non-responsive.

4.2.4 Evaluation Committee

An Evaluation Committee will be used to evaluate all responsive Proposals. The Evaluation Committee is expected to contain four to seven 4-7 individuals with knowledge of this project and associated Scope of Work. However, members of the Evaluation Committee may or may not have specific technical expertise or previous experience with this particular project; therefore, it is important that the Consultants submit clear and concise proposals that avoid overly technical jargon (as much as possible).

The Evaluation Committee will be asked to independently review and score specific portions of all responsive proposals. First, the Evaluation Committee will evaluate the Execution Methodology, Risk Assessment, and Value Assessment under a blind evaluation process. Once the blind evaluations are complete, the Evaluation Committee will evaluate the Narratives of Related Experience.

These evaluation criteria will reviewed comparatively based on a 1-10 scoring scale. A “10” represents that the item being evaluated is dominantly greater (or has demonstrated greater differential in value/qualifications/expertise) than the average submission. A “5” represents that the item being evaluated is about average (or there is insufficient information to identify clear differential). A “1” represents that the item being evaluated is dominantly below the average. Once each member has individually scored each item, their scores will be sent to the point of contact, who will then average the scores together to obtain the final average score for each of the evaluated criteria. The evaluation weights will then be allocated, such that the best evaluation score for each evaluation criteria will receive credit for the full evaluation weight available for that criteria. All competing proposals will be linearly pro-rated in relation to the best evaluation score on a criteria-by-criteria basis.

Cost Proposals will be evaluated numerically based upon the rates submitted by each Consultant, such that the lowest rates will receive maximum evaluation weight. Competing proposals will receive linearly pro-rated evaluation weights. Note that the Evaluation Committee will not have access to the Cost Proposal until after all other qualifications-based criteria have been evaluated.

Interviews will be evaluated on the same 1-10 scale defined above.

Past Performance Surveys will be evaluated numerically based upon the survey scores and number of surveys submitted by each Consultant.

4.2.5 Shortlisting Procedures

The process that the Department is expected to follow to shortlist proposals prior to interviews is outlined below. Note: the Department may modify this process if it is in the best interest of the project.

- All proposals will be reviewed for compliance with the mandatory requirements as stipulated within the RFP. Proposals deemed non-responsive will be

eliminated from further consideration. The point of contact may contact Consultants for clarification of the responses.

- The point of contact will assign a unique code to each responsive proposal.
- The point of contact will provide evaluation documents to each Evaluation Committee member along with coded Risk Assessment and Value Assessment submissions. No team information will be provided to the Committee members.
- The Committee members will independently evaluate and score the documents and submit their scores back to the point of contact.
- The point of contact will create an evaluation matrix with linear scoring to analyze and prioritize the responsive Proposals based on the submitted information.
- The point of contact will present the results of the model to the Evaluation Committee, which will then identify the highest ranking proposals, and identify them as the Shortlisted Consultants. The Department anticipates that the two to five highest rated Consultants will be invited to participate in the Interview process; however, the number of shortlisted firms may be adjusted based upon the number of submittals received and the range of total evaluation scores identified. The Evaluation Committee reserves the right to increase or decrease the number of proposals in this list based on the competitiveness of the proposals.
- The Shortlisted Consultants will be required to participate in the Interviews.

4.2.6 Final Prioritization of Consultants

After the Shortlisted Consultants have been interviewed, they will be evaluated and scored by the Evaluation Committee. The point of contact will create a final spreadsheet model that includes all of the criteria and weights as identified in this RFQ. Once these Consultants have been prioritized, the point of contact will perform a cost reasonableness assessment as identified in the next section.

4.2.7 Cost Reasonableness Check

The point of contact will perform a cost reasonableness check of the selected Consultant in the following manner:

- If any proposal has a Cost Proposal that is 30% above or below the average of all of the proposals, the Department reserves the right to not consider that proposal (regardless of ranking).
- If the highest ranked Consultant's Cost Proposal is within 15% of the next highest ranked Consultant's Cost Proposal, the Department reserves the right to proceed and invite the highest ranked Consultant to the Clarification Period. If the highest ranked Consultant exceeds this range, the Department reserves the right to invite the second highest ranked Consultant to the Clarification Period (unless the Department concludes that there is dominant information or justification to proceed with the highest ranked Consultant).
- The Department reserves the right to first consider proposals that are within the budget. If all proposals are over budget, the Department reserves the right to invite the most cost-effective proposals, in order of cost or qualifications, to the Pre-Award Clarification Phase. In this situation, the Department may also identify appropriate modifications to the scope or cancel the procurement.

4.2.8 Debriefing

Upon request, a debriefing will be offered to each Consultants once the contract award has been issued. The intent of the debriefing will be to provide feedback on Consultant proposals,

including specific feedback on individual evaluation criteria. The debriefing will not reveal the identities or content between competing Consultants. The purpose of the debriefing is to provide Consultants with feedback and to work towards continuous improvement of proposal practices.

Section 5: Pre-Award Clarification Phase

5. Overview:

The Pre-Award Clarification Phase will occur prior to contract award activities. This is not a negotiation period. The intent of this phase is to allow the selected Consultant an opportunity to clarify their proposal, scope items, project risk factors, and value items. The selected Consultant's execution methodology, means and methods, sequencing of activities, and proposed milestone schedule will also be clarified. The selected Consultant will also have the opportunity to identify specific client action items that would be requested from the Department throughout the project duration.

5.1 Required Activities / Deliverables

The Consultant will be required to plan the project in detail. The Consultant will be required to perform the following (including, but not limited to):

5.1.1 Clarify the Cost Proposal

- Provide a detailed cost breakdown (major areas, phases, components, etc.)
- Clarify any 'big-ticket' items
- Ensure the cost is inclusive of all scope requirements
- Clarify all value added options

5.1.2 Create a Schedule of Requested Owner Activities and Resources

- Prepare a schedule that lists the activities, actions, decisions, and/or resources needed from the Department
- Include specific due dates that the Department -provided items are needed
- Identify the specific individuals within the Department organization who are responsible for (and agreed to) the items.

5.1.3 Create an overall Project Milestone Schedule

- Prepare a milestone schedule of the project, including all major milestones, phases, activities, and associated sequencing.
- If requested, prepare (or provide a plan to prepare) a detailed operational schedule.

5.1.4 Align Expectations

- Coordinate with all critical parties (subconsultants, suppliers, etc.)
- Provide a complete list of all proposal assumptions (with associated impacts)
- Identify any potential 'deal breakers'
- Identify what is included and excluded in the proposal from a scope perspective
- Identify the roles and responsibilities of the Department or the Department personnel
- Review any unique technical requirements with the Department
- Review statements made during interviews
- Revisit the sites to do any additional investigating

5.1.5 Provide All Documentation

- Acceptance of contract terms and conditions
- Provide a detailed execution methodology, including the specific means and methods that will be utilized to deliver critical aspects of the scope.
- Provide a detailed safety plan (as needed)
- Provide a detailed staffing plan

5.1.6 Risk Mitigation Plan

- Identify all risks or activities not controlled by the Consultant and strategies to mitigate the risks
- Define potential cost, schedule, and quality impacts of non-controllable risks
- Identify how unforeseen risks will be managed and documented

5.1.7 Post-Award Performance Metrics

- Clearly define the metrics that would demonstrate that the Department's project outcomes have been successfully delivered.
- Identify how the Consultant will track and document their performance
- Provide a performance metric report that will be used throughout the project
- Identify how the Department will document this service as a success
- Review the Weekly Risk Report document.

5.1.8 Clarify questions and concerns identified by the Department

5.2 Clarification Meetings

The selected Consultant will be required to conduct and participate in several meetings throughout the Pre-Award Clarification Phase. At a minimum, the Department will expect:

5.2.1 Kickoff Meeting

The Department will require the Consultant to conduct a kickoff meeting at the beginning of the Pre-Award Clarification Phase. The Consultant will lead the kickoff meeting and is expected to be prepared to present the following information:

- Description of their plan for project execution (including specific means and methods of critical activities)
- High level schedule for service delivery
- Address any major concerns provided by the Department
- Identify and address any major deal breakers
- Address all scope assumptions
- Identify major risks to the project (focusing on risks that the Consultant does not directly control) and the associated risk mitigation strategy. Clearly identify any information or actions needed from the Department to support successful service delivery.
- Propose a meeting schedule for items that must be reviewed in detail and resolved during the Pre-Award Clarification Phase.
- Provide recommended contract terms and conditions

5.2.2 Weekly Clarification Check-Points

The selected Consultant will provide a formal update of Clarification status, including associated written documentation, each week during the Pre-Award Clarification phase.

5.2.3 Summary Meeting

The selected Consultant will be required to hold a final summary meeting at the end of the Pre-Award Clarification Phase. This meeting is to present a summary of the final details that were discussed and resolved during the Pre-Award Clarification Phase. This meeting is not a question-and-answer meeting. The Consultant will lead the meeting to present the entire Proposal, Execution Methodology, and identified risks and mitigation plans.

5.3 Clarification Document

The potential best value Consultant will be required to submit a Clarification Document that will contain (at a minimum) the information outlined in the previous section. This document will only be prepared by the Consultant that is invited to the Pre-Award Clarification Phase. Any invitation will not constitute a legally binding offer to enter into a contract on the part of the Department to the Consultant.

5.4 Negotiation Period

The Department reserves the right to negotiate with the selected Consultant during the Pre-Award Clarification Phase. This may include, but is not limited to, modifying the scope of the service (time, cost, quality, expectations, etc.) Any negotiations will not constitute a legally binding offer to enter into a contract on the part of the Department or the Consultant.

5.5 Notification of Intent to Award

No action of the Department other than a written notice from the point of contact to the Consultant, advising acceptance of the proposal and the Department's intent to enter into an Agreement, shall constitute acceptance of the proposal.

5.6 Failure to Enter into an Agreement

At any time during the Pre-Award Clarification Phase, if the Department is not satisfied with the progress being made by the invited Consultant, the Department may terminate the Pre-Award Clarification Phase activities and then commence or resume a new Pre-Award Clarification Phase with the next highest rated Consultant. If the Consultant and the Department fail to agree to terms, or fail to execute a contract, the Department may commence a new Pre-Award Clarification Phase with the next highest rated Consultant. There will be no legally binding relationship created with any Consultant prior to the execution of a written agreement. Any Consultant's proposal, terminated in accordance with this article, is removed from further participation in this Request for Proposal. New Pre-Award Clarification Phase with next highest rated Consultants thereafter are also extended this right.

Section 6: Post-Award Performance Metrics

- 6. Overview:** The Weekly Risk Report system is a tool for the Department in analyzing the performance of the Consultant based on risk. The selected Consultant will require to prepare and submit Weekly Risk Reports. These reports are a tool for the Department in analyzing changes/deviations that may occur throughout an awarded project. Note: these reports do not substitute or eliminate weekly progress reports or any other traditional reporting systems or meetings that the Consultant may perform.

6.1 Definition of a Risk

A risk is defined as anything that impacts (or may potentially impact) the original awarded contract cost, schedule, scope, or quality. A risk may be thought of as a potential '*change*' or '*deviation*' in the contract award. This includes deviations that are caused by:

- Designer (or entities contracted by the Designer)
- Owner (scope changes or client-caused deviations)
- Contractor (prime construction firm or their subcontractors)
- Third Parties (which are not hired or contracted by the Consultant)
- Unforeseen / Concealed Conditions

6.2 Template

The Weekly Risk Report is an MS Excel spreadsheet file. A template shall be provided by the Department and must be used. Consultant is not permitted to recreate or modify this template in any way. The Department will assist the Consultant in setting up this spreadsheet but it is the Consultant's responsibility to complete and submit these reports as required.

6.3 Saving the File

The Weekly Risk Report must be saved in a unique manner to allow the Department to analyze the reports from all ongoing projects. The Consultant must save each report using the date and name of the project given by the Department in the following format: YYMMDD_Project ID_Project Name. For example, if you are completing a Weekly Risk Report for the 'Polk Project' (that had an RFP# 56789 for the week ending Friday, March 1, 2016, the excel spreadsheet should be saved as the file name: '160301_56789_Polk Project').

6.4 Submission Requirements

The Weekly Risk Report must be prepared and submitted by the selected Consultant. The report is due every week (Friday by 5pm) once the project is awarded, and must be submitted every week until the project is 100% complete and the Consultant has received final payment (note: substantial completion does not constitute 100% completion). The report must be emailed to the Department's Compliance Officer and the Department's Project Manager. The Department may also identify additional individuals that should also receive the reports.

Failure to submit Weekly Risk Reports will result in progress payments being withheld from the Consultant until such time that the Weekly Reports are submitted in a timely and accurate manner.

6.5 Completing the Report

When the Consultant encounters or identifies a new or potential deviation (to cost or

schedule), they must identify it in the report, along with a short and concise description of the deviation, reasons why the deviation occurred, and a plan/strategy to mitigate the deviation. Each deviation must have an estimated impact to the awarded cost or awarded schedule. These columns cannot be left blank (nor include verbiage such as: n/a, unknown, tbd, etc.). The Consultant should provide their best estimate of the impact, with the understanding that the impact can be adjusted in later reports.

6.6 Accuracy of the Report

The Department will review and analyze each Weekly Report for accuracy, conformance to format requirements, and timely submittals. The Department shall withhold progress payments for missing or substantially inaccurate reports. At the end of the project, the Department may consider the accuracy and timeliness of the reports when making the final closeout rating of the Consultant and the Consultant's team. These ratings may be used and considered during competition on future projects.

6.7 Close Out Performance Evaluations

The Department will evaluate their overall satisfaction with the awarded Consultant's performance. Close Out Performance Evaluations will include, but are not limited to, an assessment of: overall quality, ability to manage the service, ability to minimize complaints, ability to minimize the Department efforts, ability to minimize service delays, ability to minimize cost increases, and submission of accurate and timely Weekly Risk Reports.

The Close Out Performance Evaluations will be used to update the Past Performance Survey scores for the awarded Consultant and its Project Team Personnel.

The Department may choose to provide updated Past Performance Surveys for each phase of this contract, including, but not limited to design milestones and close out ratings at the end of the project.

Section 7: List of Proposal Forms

Proposal Form 1: Signature Page

Proposal Form 2: Project Team

Proposal Form 3: List of Subconsultants

Proposal Form 4: Execution Methodology

Proposal Form 5: Risk Assessment

Proposal Form 6: Value Assessment

Proposal Form 7: Past Performance Surveys for the Project Team

Proposal Form 8: Narratives of Related Experience

Proposal Form 9: Proposal Assumptions

Proposal Form 10: Cost Proposal

PROPOSAL FORM 1 – SIGNATURE PAGE

I) COMPANY AND CONTACT INFORMATION

Name of Consultant: _____

Contact Information – Individual with authority to contractually obligate the Consultant:

Name	
Title	
Email	
Telephone	
Fax	
Address	

Contact Information – Individual that can be contacted for clarification on this proposal:

Name	
Title	
Email	
Telephone	
Fax	

II) SIGNATURE

This proposal must be signed by the person authorized to contractually obligate the Consultant.

<i>Printed Name</i>	
<i>Signature</i>	
<i>Date Signed</i>	

PROPOSAL FORM 2 – PROJECT TEAM

The Consultant shall identify the name of their project team role along with their associated firm. Following contract award, the Department would expect these individuals to fulfil the lead roles as described below. These individuals are expected to be the lead operational participants for their respective roles, and cannot be removed or replaced without written approval by the Department.

NOTE: the “lead” for each role is defined as the individual who will devote the greatest day-to-day time commitment during the project at the operations level. These individuals are expected to be the lead operational participants for their respective roles rather than an executive, partner, or other leadership staff that will not be directly involved in day-to-day operations.

POSITION / ROLE ON THE PROJECT TEAM	NAME OF LEAD PERSON	NAME OF FIRM
Project Architect ¹		
Design Architect ¹		
Civil Engineer ¹		
MEP Engineer ¹		
Landscape Architect ²		

¹Indicates that the project team individual is required to submit Past Performance Surveys and participate in Interviews.

²Indicates that the project team individual is only required to submit Past Performance Surveys

Please refer to Section 4.1.3 for a complete description of the roles and responsibilities each individual is expected to fulfil.

PROPOSAL FORM 3 – LIST OF SUBCONSULTANTS

The Consultant shall list the Subconsultants providers who are proposed as part of their overall project team.

1. No changes to the List of Subconsultants providers will be allowed without the express written permission of the Department. However, the Department may be open to the approval of additional subs or substitution of subs during the project where justified.
2. List each Subconsultant provider by the firm's proper legal designation, and indicate whether their business is carried on as an individual, partnership, or limited company.
3. The undersigned submits that in proposing the subconsultant named below, the undersigned has fully consulted each and has ascertained to complete satisfaction that those named are acquainted with the extent and nature of the work involved and of the proposed project schedule, and that they will execute their work to conform to the requirements of the Scope of Work.
4. The following are the Subconsultant providers which the undersigned proposes for the performance of the Scope of Work:

Scope of Work	Subconsultant

I declare that the information provided is true and correct to the best of my knowledge.

Name of Consultant

Signature

PROPOSAL FORM 4 – EXECUTION METHODOLOGY

This template must be used. Modifications to the format of this template may result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.). Do not list any names or information that can be used to identify the Consultant.

The Execution Methodology must cover all requirements as described within the Scope of Work. The purpose of the Execution Methodology is to demonstrate to provide a brief chronological roadmap that describes, in major milestones and activities, the operational means and methods the Consultant will undertake to deliver the Scope of Work.

(2 pages maximum)
(You may delete all of these instructions)

PROPOSAL FORM 5 – RISK ASSESSMENT (CONTROLLABLE)

This template must be used. Modifications to the format of this template may result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.). Do not list any names or information that can be used to identify the Consultant's identity.

You may copy/paste to add or delete individual Risk items, but do not exceed the specified page limits.

Please use the following format:

- **Risk #** – Title of the Risk (critical aspect of the scope)
- **Why is it a Risk?** – A brief description of why the risk is critical a successful project outcome.
- **Solution** – describe all of the following: (a) action steps that will be taken to successfully execute this aspect of the scope, and (b) technical expertise/experience to ensure the proposed action steps will fulfil the Scope of Work.

Bullet points may be useful for listing recommended action steps.

(2 pages maximum)
(You may delete all of these instructions)

SECTION 1 – ASSESSMENT OF CONTROLLABLE RISKS

Risk 1:	
Why is it a Risk?	
Solution:	
Risk 2:	
Why is it a Risk?	
Solution:	
Risk 3:	
Why is it a Risk?	
Solution:	
Risk 4:	
Why is it a Risk?	
Solution:	
Risk 5:	
Why is it a Risk?	
Solution:	

PROPOSAL FORM 5 – RISK ASSESSMENT (NON-CONTROLLABLE)

This template must be used. Modifications to the format of this template may result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.). Do not list any names or information that can be used to identify the Consultant's identity.

You may copy/paste to add or delete individual Risk items, but do not exceed the specified page limits.

Please use the following format:

- **Risk #** – Title of the Risk item
- **Why is it a Risk?** – A brief description of how the risk may impact the project (cost/schedule/scope/quality).
- **Solution** – include all of the following: (a) action steps to prevent the risk from occurring, (b) definition of potential impacts to project cost/schedule/scope/quality if the risk does occur, and (c) recommended response plan if the risk does occur.

Bullet points may be useful for listing recommended action steps.

(2 pages maximum)
(You may delete all of these instructions)

SECTION 2 – ASSESSMENT OF NON-CONTROLLABLE RISKS

Risk 1:	
Why is it a Risk?	
Solution:	
Risk 2:	
Why is it a Risk?	
Solution:	
Risk 3:	
Why is it a Risk?	
Solution:	
Risk 4:	
Why is it a Risk?	
Solution:	
Risk 5:	
Why is it a Risk?	
Solution:	

PROPOSAL FORM 6 – VALUE ASSESSMENT

This template must be used. Modifications to the format of this template may result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.). Do not list any names or information that can be used to identify the Consultant's identity.

You may copy/paste to add or delete individual Value items, but do not exceed the specified page limits.

Please use the following format:

Option # – Title of the Value item

Description – A brief description of why the option is beneficial to the client and/or project objectives (what outcomes will the option will bring in the short/long term).

Cost/Schedule Impact – provide definition of anticipated cost (\$) and/or schedule impacts (days) as necessary. If no impacts are anticipated, please simply state "\$0" or "0 days"

(2 pages maximum)

(You may delete all of the instructions)

Option 1:

Description:

Cost Impact:

Schedule Impact:

Option 2:

Description:

Cost Impact:

Schedule Impact:

Option 3:

Description:

Cost Impact:

Schedule Impact:

Option 4:

Description:

Cost Impact:

Schedule Impact:

Option 5:

Description:

Cost Impact:

Schedule Impact:

PROPOSAL FORM 7 – PAST PERFORMANCE SURVEYS FOR THE PROJECT TEAM

Insert Consultant Name is performing Past Performance Surveys as part of a proposal process and has identified your organization as one of their previous or current clients. Please evaluate your satisfaction with the performance of **the Consultant** and their Project team role for the project identified in Part A.

PART A – CLIENT REFERENCE & PROJECT INFORMATION

Client:	Previous Client Organization Name	Project Name:	Insert brief project title
Reference:	Individual reference person's name	Proj. Duration (months):	Approx. total duration
Job Title:	Individual reference person's role	Project Size (\$):	Approx. total dollar value
Email:	Reference person's email	Project Type:	Standardized type
Phone:	Reference person's contact number	Delivery Method:	Insert project delivery

PART B – COMPANY & PERSONNEL BEING EVALUATED

Name of the Consultant: **Insert proposing company's name**
 Name of Key Personnel: **Insert name & role (i.e. John Smith, Project Manager)**
Insert additional members as needed (i.e. Jane Doe, Lead Arch.)

PART C – PERFORMANCE EVALUATION

Please rate your level of satisfaction with the Consultant personnel's performance on a scale of 1 to 10 (with 10 representing that you were very satisfied and 1 representing that you were very unsatisfied).

- Ratings will be applied for (a) our company overall, and (b) each individual listed in Part B above.
- If you wish to provide separate ratings for our firm or an individual, simply complete multiple forms.

No.	CRITERIA	UNIT	RATING
1	Ability to successfully achieve client scope objectives and deliverables	(1-10)	
2	Ability to manage project cost	(1-10)	
3	Ability to manage project schedule	(1-10)	
4	Quality of work	(1-10)	
5	Ability to proactively identify, communicate, and mitigate potential risk items	(1-10)	
6	Overall professionalism and responsiveness to requests	(1-10)	
7	Ability to follow client rules & regulations	(1-10)	
8	Overall client satisfaction and willingness to hire the firm / individual again	(1-10)	

Please provide any recommendations or lessons learned from your project experience:

Printed Name of Client Reference

Job Title

Signature

Thank you for your time and effort!

Please return the completed survey to: <<**insert proposing company's contact info**>>

PROPOSAL FORM 8 – NARRATIVE OF RELATED EXPERIENCE

This template must be used. Modifications to the format of this template may result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.).

Each Consultant is encouraged to submit a maximum of three (3) Narratives of Related Experience. As indicated in Proposal Form 8, each narrative is limited to a single (1) page (front size only) and a single (1) additional page of visual representations. The narratives must address the following components:

- Project Information: Name, Client/Owner, Current Status, Approximate Design Duration, Approximate Construction Budget, Square Footage
- Narrative: brief case study including a description of building occupancy, footprint, adjacencies, structural system, and other key design elements (features, aesthetics, building flow, etc.) in addition to means and methods used in the design phase to execute the project.
- Visual representation: in addition to the narrative, 1 page of visual representations (building picture, rendering, elevation, section, etc.) are requested.

(You may delete all of the instructions above)

Related Project Information:

Project Name		Approx. Design Duration	
Client/Owner		Approx. Constr. Budget	
Current Status		Square Footage	

Narrative:

PROPOSAL FORM 9 – PROPOSAL ASSUMPTIONS

Note: This Form will not be rated or scored as a part of the evaluation process. It will only be viewed once the evaluation process is fully completed.

Please list/describe a summary of the Consultant's major assumptions and expectations that have been made in preparing the proposal. This should include items/tasks that the Consultant has assumed the Department will perform, items/tasks required from the Department, and items/tasks that have not been included in the proposal (items the Consultant feels are outside the scope of work).

(no page limit)

(You may delete these instructions)

PROPOSAL FORM 10 – COST PROPOSAL

Consultant must develop construction documents for a design that can be implemented within the established construction budget of \$16 million.

Consultant shall submit a cost proposal below for the anticipated scope of work listed in Section 2. Consultant shall attach a current Hourly Rate Schedule to this cost proposal.

In the City's standard professional services agreement, compensation is billed based on actual costs (using hourly rates and reimbursable expenses) up to a maximum fee. Indicate the maximum fee for providing the anticipated scope of services from pre-design through construction documents as well as a percentage-based fee for providing basic construction phase services during a 12-month construction period. Basic construction phase services would include attendance at progress meetings, periodic quality assurance site visits, submittal review, interpretation of documents, and construction change documents. Consultant's detailed scope and maximum fee for construction phase services will be determined after the Guaranteed Maximum Price (GMP) is established for construction.

Design Services	
Phase	Consultant Proposed Maximum Fee
Pre-Design	\$
Schematic Design	\$
Design Development	\$
Construction Documents	\$
Total for Design Services (Pre-Design through Construction Documents)	\$

Construction Phase Services	
Phase	Consultant Proposed Fee Percentage*
Construction	%

*Proposed Fee Percentage based on Construction Budget of \$16 million.

Section 8 – Police Facility Needs Assessment

Section 9 – Police Facility Phase 1 Priorities

All supporting documentation is provided in separate files.