

TOWN OF PLATTEVILLE



REQUEST FOR PROPOSALS

FOR

POLICE STATION DESIGN

December 10, 2024

SECTION 1. OVERVIEW & COMMUNITY

A. Overview

The Town of Platteville is soliciting proposals from qualified firms to complete three conceptual designs or renderings and a site plan layout including a professional opinion of what the new Police Station will cost that will be constructed directly west of Town Hall at 400 Grand Avenue. The purpose of completing three conceptual designs is to show several footprints and 3-dimensional renderings that the Board of Trustees can review to decide on how large the facility should be. Once a design is selected the firm will be asked to complete up to 30% or partial construction documents for the new Police Station. This project is partially funded with a Department of Local Affairs administrative grant along with Town funds. The final design, cost estimate and partial construction documents will be used to pursue additional funding to assist with the construction of the Police Station through a competitive bid process.

The new Police Station will need to be designed and constructed for a Police Department staff consisting of twelve full-time employees that include the Police Chief, Sergeant, two Shift Detectives, four Patrol Officers, two School Resource Officers along with a Code Enforcement Officer and Police Evidence Clerk & Records Technician. Future growth of the department will need to be considered during the design process. The Police Department is currently located within Town Hall and has outgrown the available space allowed and establishing a new facility next to Town Hall is needed to meet current and future needs.

B. Community

Platteville is a small rural community of approximately 3,000 residents that was founded in 1871 along the South Platte River at the intersection of US Highway 85 and State Highway 66 in southcentral Weld County. The Town of Platteville operations through a Board of Trustees - Manager form of government that oversees five primary departments that consist of Administration, Police, Public Works, Library and Senior / Recreation. There are 33 full-time and 11 part-time employees in the organization with seasonal staff used primarily for recreation services.

SECTION II. STATEMENT OF WORK

A. Scope of Services

The scope of services to complete the Police Station Design should be completed in two phases with the first phase of preparing three conceptual designs with an overall site plan layout and cost estimate to present to the Board of Trustees followed by the second phase of completing up to 30% of the construction documents based upon the final design selected.

Phase 1: Conceptual Designs, Site Plan & Cost Estimate

The Platteville Board of Trustees has requested to see three conceptual designs and floorplans that include an approximately 7,000 square foot single level building, an approximate 5,000 square foot building with a partial basement for storage, and an approximate 3,500 square foot building with a full basement to be used for storage as well as a temporary storm shelter. The conceptual designs

need to be presented as 3-dimensional colored renderings to show all sides of the exterior along with interior views of the primary rooms in the facility.

Since the new Police Station will be located directly west of Town Hall the Board of Trustees would also like to see a basic site plan layout of the Town's property at 400 Grand Avenue to show the new Police Station with the existing facilities of Town Hall and the Public Works Shop including parking and storage areas. The Town's contract engineering firm has provided several basic site plan layouts to show the Town's property boundaries and the general area in which the new Police Station will be located directly west of Town Hall. Based upon the final selection of the conceptual design and the general size or dimensions of the Police Station a final site plan can be completed showing all Town facilities, parking areas and storage yard.

Phase 2: Construction Documents (30%)

Once the Board of Trustees selects the final conceptual design and footprint the firm will be asked to complete the initial construction documents or progress drawings to approximately 30% of the total documents needed to bid the project. The Town plans to use this level of documentation to assist in soliciting bids to hire a qualified contractor to further assist in finalizing the construction documents through a construction manager at risk (CMAR) process. The firm selected to complete the Police Station Design will be seriously considered to complete the final construction documents based upon if another competitive selection process is required.

B. Assistance Provided & Reporting Requirements

The Town Manager, Police Chief, Public Works Director, Contract Civil Engineer and other management personnel will be available during the project to assist the firm by providing information, documentation and explanations.

The firm is requested to make a formal presentation to the Board of Trustees during a regularly scheduled meeting either on the first or third Tuesday of the month at 7:00pm at Town Hall.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office

The Town's contact name listed herein is to be the sole point of contact concerning this RFP. Firms or consultants shall not directly contact other personnel regarding matters concerning this RFP or to arrange meetings related to such.

B. Inquiries

Prospective firms and consultants may submit inquiries concerning this RFP by e-mail prior to 4:30 pm on Monday, December 30th to obtain clarification of the requirements. No inquiries will be accepted after the deadline. Inquiries regarding this RFP should be referred to Troy Renken, Town Manager at email trinken@plattevillegov.org. Please use Police Station Design in the subject line of the email inquiry.

C. Confidential/Proprietary Information:

All proposals will be confidential until a contract is awarded and fully executed. At that time, all proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential. The offeror may not be given an opportunity to cure any variances after proposal opening. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Questions regarding the application of this procedure must be directed to the Town Manager.

D. RFP Cancellation:

The Town reserves the right to cancel this RFP at any time, without penalty.

E. Negotiation of Award:

In the event only one (1) responsive proposal is received by the Town, the Town reserves the right to negotiate the award for the services with the offeror submitting the proposal in lieu of accepting the proposal as is.

F. RFP Response/Material Ownership:

All material submitted regarding this RFP becomes the property of the Town of Platteville, unless otherwise noted in the RFP. The Town is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

G. Non-Discrimination:

The selected firm shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

SECTION IV. PROPOSAL SUBMISSION

A. Summary of Professional Fees and Expenses

The sealed cost proposal should contain all pricing information relative to performing the Scope of work as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. The Town of Platteville will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed cost proposal.

The cost proposal needs to be itemized to reflect specific costs to complete the conceptual designs, attend 2-3 staff meetings and one public meeting, formulating the construction cost estimate, and a specific cost estimate to complete the 30% construction documents.

B. Sealed Cost Proposal

The sealed cost proposal should contain all pricing information relative to performing the scope of services as described in this request for proposal. The total all-inclusive maximum price to be bid on is to contain all direct and indirect costs including all out-of-pocket expenses.

SECTION V. EVALUATION PROCESS

A. Proposal Review & Evaluation

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

1. Mandatory Elements

- a. The firm has the qualifications to satisfy the scope of work for this proposal request.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of Platteville.
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

2. Expertise and Experience

- a. The firm's experience and performance on comparable projects.
- b. The quality of the firm's professional personnel to be assigned to the project.

3. Price

- a. Cost will be a consideration but will not be a primary factor in making the final selection.

SECTION VI. CONTRACT

Upon final selection, a contract for services will be negotiated with the successful firm and anticipated execution between both parties by the end of January 2025.

SECTION VII. SUBMITTING PROPOSALS

Proposals are due by Friday, January 10th @ 4:30pm. All proposals shall remain the property of the Town of Platteville. Please submit an electronic copy of the proposal to the Town Manager and submit any questions as follows:

Troy Renken, Town Manager
Town of Platteville
400 Grand Avenue, Platteville, CO 80651
trenken@plattevillegov.org
(970) 785-2245
