

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES LEC FACILITIES CONDITION AND NEEDS ASSESSMENT

Sealed bids will be received by the Buffalo County Clerk on or before the submittal deadline. Proposals must be received no later than 12:00 p.m. on December 22, 2023 at the following address:

Buffalo County Clerk
1512 Central Avenue
Kearney, NE 68847

An original copy must be signed by a representative authorized to bind the company. Proposals submitted by fax or email will not be accepted. The original signed proposal is to be submitted in a sealed package with the name of the company and RFP title "LEC Facilities Condition and Needs Assessment" clearly marked on the outside of the package.

Failure to comply with the requirements set forth in this RFP may result in disqualification. Proposals and/or modifications received after the submittal date and time will not be considered. Submitted proposals may be withdrawn at any time prior to the submission deadline, provided notification is received in writing before the submission deadline. Proposals cannot be changed or withdrawn after the submission deadline. No handwritten notations or corrections will be allowed.

The County reserves the right to reject all proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter a contract.

The contract award, if any, will be made to the Consultant who, in the County's sole discretions, is best able to perform the required services in a manner most beneficial to the County.

The RFP is available on the Buffalo County website. (www.buffalocounty.ne.gov)

Facilities Condition and Needs Assessment

Buffalo County is seeking proposals from qualified consultants to provide comprehensive, professional Facilities Condition and Needs Assessment (FCNA) services for our current Law Enforcement Center located at 2025 Avenue A and 2022 Avenue A in Kearney, NE. The purpose of the FCNA is to provide comprehensive documentation and analysis of the existing facilities and to provide a needs assessment for an updated Law Enforcement Center with potential options of remodel or remodel/expansion of the current facilities, or building a new Law Enforcement Facility.

The firm that receives the award presented by this RFP may also be considered for the final design services contract.

The RFP is intended to provide a common and uniform set of instructions to guide proposers through the development of proposals.

There is no expressed or implied obligation for Buffalo County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, Buffalo County reserves the right, where it may serve the County's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of Buffalo County, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The County reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposal.

It is anticipated the selection of the firm will be completed by January 23, 2024. Following the notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the County Board at their February 13, 2024 board meeting. The County reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

Proposals must be responsive to County's request. The County shall determine the most responsible and qualified consultant providing the best service at the most reasonable cost. Cost alone shall not be the determinative factor.

The request for proposals does not obligate the County to award a contract or complete the project and the County reserves the right to cancel the solicitation if deemed in its best interest.

Background

Buffalo County is located in the central part of the State of Nebraska. The City of Kearney is the county seat for Buffalo County. Buffalo County and the City of Kearney entered into a co-location agreement over 30 years ago for all law enforcement services including records, evidence, building services, communications, and IT services. This partnership is incredibly unique to the State of Nebraska and it is imperative we continue this partnership as we move forward through this RFP process.

The Buffalo County Sheriff's Office (BCSO) and the Kearney Police Department (KPD) provide an array of full-time services for the residents of Buffalo County and the City of Kearney which include but are not limited to administration, patrol, staff, detectives, dispatch, code enforcement, animal control, property/evidence, records, and training. The KPD and BCSO have operations in one building currently. As of February 2024, certain divisions will be moving across the street to a separate building to allow for more space. Although we are moving some of the staff into the second building, our ultimate goal is to house both departments in their entirety in one facility. The Law Enforcement Center houses various offices, a lobby, interview rooms, conference rooms, a communications center, and a break room. The building across the street will also house various offices, conference rooms, and interview rooms.

Scope of Work

Phase 1-Analyzing the Condition of Current Facility

The Consultant will utilize their own professional experts, or utilize partner services such as Structural, Mechanical, and Electrical Engineers, to perform a thorough analysis of the existing facilities and site infrastructure.

Consultant is expected to generally address observed seismic deficiencies and general hazardous materials (lead, asbestos, etc.) conditions and/or concerning environmental considerations, based on known/assumed age and type of construction. Specialized destructive seismic testing or hazardous material sampling/testing is not in the scope of proposed FCNA.

The consultant shall inspect the facility to produce an accurate analysis that identifies all components and elements requiring maintenance, repair, and/or major capital investment. It is anticipated that the consultant team will be an interdisciplinary team. The consultant will thoroughly examine the building systems using non-destructive, on-site observations to compile a complete understanding of current building conditions and department needs. Consultant will ensure that the inspection staff has the appropriate training and equipment to record and produce consistent and accurate data.

The method of the inspection process shall allow for a comprehensive inspection of observable systems, while utilizing input from the County and City staff to complement the assessment of

current conditions with details of the facilities' background. This will be augmented with information provided by the City and County staff regarding the current and projected uses of the facility, the current and projected staffing levels, and any known deficiencies currently affecting these needs.

Required services shall include, but are not limited to:

1. Identify and document current conditions of the existing Law Enforcement Center, including structural integrity, physical state, and compliance with modern building codes.
2. Analyze and identify effectiveness and efficiencies of current systems, including plumbing, HVAC, electrical, data cabling, etc.
3. Provide an assessment of maintenance efforts to date as compared to industry standards.
4. Assess and identify whether each of the buildings are serving their intended roles, and if they are under or over-utilized in their current capacities.
5. Assess the ability to serve current needs, including the facilities' ability to accommodate the number of employees housed in the facilities and identify if the buildings are meeting the overall needs of the County and City.
6. Recommend corrections to all deficiencies.
7. Provide a suggested priority list and/or timeline for accommodating the recommended replacement and/or reconstruction work.
8. Provide cost estimates for corrections, replacement, and/or reconstruction work.
9. Forecast future facility renewal/reconstruction costs.
10. Identify the replacement and/or renovation costs and make recommendations as to whether the facility should be renovated, replaced, relocated, etc.

The types of systems surveyed shall include but are not limited to:

1. Site-topography, access/egress, paving, curbing, parking, flatwork, utilities
2. Exterior Systems-foundation, roof, walls, windows, exterior doors civil/structural components
3. Interior Systems-walls, doors, flooring, ceiling, hardware, lighting, architectural components
4. Fire/Life Safety Issues-hazards, alarms, and fire escapes
5. Heating, Ventilation, and Air Conditioning-controls and terminal units
6. Electrical-internal electrical distribution and back-up generators
7. Plumbing-fixtures, supply, storms and sanitary sewer drainage, valving, irrigation
8. Fire Protection
9. Specialized Construction and Outbuildings
10. Specialized Equipment and Systems
11. Elevator Systems

Phase 2-Needs Assessment

Buffalo County is requesting that the consultant evaluate the existing space and identify both physical and operational issues of space quality, layout and detail. The analysis must include areas that do not meet current appropriate recommendations for law enforcement design or current life-safety codes.

Consultant is expected to utilize their own professional staffing and augment their services with specialized Law Enforcement design professionals as needed, and at the Consultants cost.

The needs assessment shall include, but is not limited to the following:

1. Provide an objective evaluation of existing space.
2. Conduct a series of interviews with the BCSO and KPD staff to discuss current and future needs.
3. Verify and update current department requirements leading to a right-sizing of space requirements.
4. Consultants shall use their own experience and/or knowledge to determine the space required for each staff member based on title, rank, and/or function. Using that system, a total space needs assessment shall be rendered for both current and future projections.
5. Space needs shall include but not be limited to public reception space, cubical/office space, locker space, conference and training rooms, interview rooms, dispatch center, break rooms, restrooms, records, property/evidence storage, information technology requirements, reporting writing, sleeping rooms, parking areas, workout room, etc.
6. Design should take into consideration and incorporate future growth and build out needs to meet department and community growth.

Phase 3-Conceptual Design

Based on the information prepared from Phase 1 and Phase 2, provide options for a conceptual master plan incorporating operations, procedures, and owner required improvements. The design needs to evaluate current and future needs (30+ years) and anticipated life cycle of the facility. Considerations need to be made for projected improvements cost, future operational costs, and environmental impacts.

Consultant will evaluate, assess, and make recommendations on facility space needs for a new Law Enforcement Center. Assessment shall evaluate and incorporate all spatial needs to ensure the modern, effective, and efficient facility that provides for safe and responsive law enforcement activities and administration well into the future, and provides for both public and security staff interactions, meets public meeting requirements, meets training requirements, meets or exceeds all building and ADA code requirements and identifies all specific and general or standardized special requirement for law enforcement departments.

Conceptual design work sessions with City and County personnel need to be utilized in order to develop appropriate alternatives. This should include interviews with key public safety staff, department heads and administrators.

Multiple options should be investigated and information presented for each option in order to help the County and City identify and select the best Option. Estimated budgeting costs for each option should be included with the information. Potential options that should be looked at include, but are not limited to:

1. Remodel of existing facilities
2. Remodel and expansion (addition) of existing facilities
3. Purchase and move to a new facility, with remodeling improvements as needed
4. Build new facility on currently owned City and/or County property
5. Build new facility on property to be purchased

Phase 4-General Evaluation and Recommendation

Based on the information collected in Phases 1-3, provide general evaluation and recommendations of best option for an updated Law Enforcement Center for KPD and BCSO. Consultant will provide this information in written format, as well as presenting it in a meeting(s) with key County and City staff.

Phase 5-Develop Conceptual Master Plan for a new Law Enforcement Center

Once the City and County have selected the best Option that they want to move forward with, the Consultant will prepare Conceptual Master Plan Concept Documents for the needed improvements. The concept design shall include, but not be limited to:

1. Conceptual design work sessions with County and City personnel to develop appropriate single and multi-level alternatives. It is expected that staff comments will be incorporated and/or discussed with City and County staff prior to finalization.
2. Floor plan diagrams showing conceptual designs and locations of internal divisions.
3. Site diagrams showing setback parking and access/egress requirements.
4. Building elevation and section drawings annotated with preliminary material and finish suggestions.
5. Conceptual design cost estimates.

Consultant shall submit a final report containing all tasks involved, evaluations, and recommendations, including site assessment, building codes, and ADA compliance review, spatial needs assessment, spreadsheets and recommendations, stakeholder questionnaire and interview results, alternative response time/facility maps, all conceptual floor plans and elevations, building envelope location and placement on alternative site plans, and detailed preliminary conceptual design options with opinions of probable construction costs.

Phase 6-(Optional) Vacated Space Concept Design

Perform a concept level evaluation and assessment of vacated space. The concept design shall include but not be limited to the following:

1. Best use(s) of vacated space
2. Uses to consider may include but not limited to:
 - a. Meeting Rooms
 - b. Other government offices
 - c. Demolition
 - d. Residential/Commercial Space

Project Schedule

Buffalo County will not give verbal answers to clarifications regarding information in this RFP, or verbal instructions prior to the submission deadline. All clarifications shall be submitted in writing. A verbal statement regarding same by any person shall be non-binding. The County is not liable for any increased costs resulting from the Consultant accepting verbal directions. Any explanation desired by a Consultant must be requested of the County representative in writing no later than December 11, 2023.

Below is a proposed schedule for initiation of this project; however, dates may be subject to change and adjusted as necessary.

RFP Issued-**November 28, 2023**

Mandatory Site Visit (2025 Avenue A)-**December 6, 2023 at 10:00 a.m. and 3:00 p.m.**

Deadline for submitting questions by email-**December 11, 2023**

Proposal submission deadline-**December 22, 2023 at 12:00 p.m.**

Bid Opening-**December 26, 2023**

Interviews (**conducted at County and City discretion**)

Contract awarded-**Anticipated for January 23, 2024**

Inquiries concerning the RFP and the subject of the RFP must be made to:

Steve Gaasch

Buffalo County Facilities Director

sgaasch@buffalocounty.ne.gov

All pertinent inquiries received prior to December 11, 2023, will have answers posted on the County's website.

Submission of Proposal

Proposal submitted by fax or email will not be accepted and will not be considered. Proposals are to be submitted in a sealed envelope with the name of the Consultant and the RFP title “LEC Facilities Condition and Needs Assessment” clearly marked on the outside of the envelope. The proposal shall be received by the County Clerk by 12:00pm on December 22, 2023 for the proposal to be considered.

Submittal and Requested Information

The Consultant shall be responsible for preparing an effective, clear, and concise proposal. The submission must contain the following elements:

- Part 1-Cover Letter/Executive Summary
- Part 2-Experience and Qualifications of Consultant/Team Members
- Part 3-Understand of Project Scope
- Part 4-Commitment to Project Budget and Detailed Work Plan
- Part 5-Delivery Schedule of Timeline
- Part 6-Reference Review

Part 1-Cover Letter/Executive Summary

1. The names of the key members of the Consultant Team
2. The mailing address, telephone number, and the name of the main point of contact for the Consultant Team.
3. A summary of the Consultant’s Facility Condition Assessment experience and qualifications and the significant advantages to selecting the Consultant.
4. An acknowledgement of receiving any addendum(s) to the RFP document sent out by the County.

Part 2-Experience and Qualifications of Consultant/Team Members

Provide detail relating to the experience and qualifications of the members of the Consultant Team, including an organizational chart showing all key personnel who will be assigned to this project. Submit brief resumes demonstrating the training, experience, and other qualifications of the key personnel who will be assigned to this project.

Consultant Team should further document expertise including the information regarding the following:

1. Facility and Property Condition Assessments to include applicable facility inventory use, type and area (square feet)
2. Experience of proposed consultant team working together as a team on similar scope and type of projects.

3. Understanding operations, activities, staffing needs and maintenance of public facilities.
4. Experience with the use of life-cycle cost and value engineering
5. Any other information that would assist the review team in understanding the Consultant Team's capacity to efficiently and effectively complete the project.
6. List three (3) relevant studies/projects performed for entities in the past ten (10) years, along with the public entity client contact information.
7. Provide project specific information for each. For each of the list projects, include consulting costs (including original estimate and final cost), any design awards, client feedback, specific challenges, post occupancy evaluations and completion date.
8. State how long your firm/team has been providing law enforcement facility needs assessments and government architectural and design services.
9. Does your Consultant Team have experience in governmental facilities and specialized law enforcement components?
10. State how long your firm has been in business under its current name.
11. Provide a brief profile of the firm's principal and staff to be assigned to this study/project along with a brief description of experience and expertise offered by each firm member as well as resumes of each Team member.
12. State which studies/projects Team members were assigned to in response to item 2 above, as well as their role in the projects listed.
13. Name all consultants who will be included as part of the proposed study/project team, along with their role and related experience, including civil, mechanical, electrical professionals and professional trades.
14. Disclose your firms/team's insurance coverage.
15. Identify all claims, if any, currently pending or now settled against your firm/team regarding your provision of law enforcement needs assessments or architectural and design services

Part 3-Understanding of Project Scope and Detailed Work Plan

Each respondent shall demonstrate its capacity to deliver comprehensive, professional, FCNA services. Respondent shall outline methodology and logistics capable of meeting the goals outlined in the project as well as provide a proposed work plan for development and implementation of the project describe in the scope of work. Respondents should draw from previous experience and demonstrated competence to articulate how their capability are distinct, comprehensive, and add value.

Buffalo County and the City of Kearney value the environmental impact that we make and endeavor to be good stewards of our resources. Consultant shall be prepared to detail the environmental impact that any proposed facilities will have and Consultant shall provide an energy consumption estimate for the proposed facility at start up and at the ten year mark.

Part 4-Commitment to Project Budget

Consultant shall provide a base fee for this project. Each responding consultant shall include an acknowledgement that it can effectively complete this project within the budget indicated. Each responded should clearly explain in this section the methods and process it will use to insure the project is within budget and that the County will be getting the best value within the budgeted amount. Information in this section shall include estimated cost per square foot for additional facilities during the course of the project and an hourly fee schedule shall be submitted for each proposer and any sub consultants.

Part 5-Delivery Schedules and Timeline

Discuss in this section the steps the consultant team proposed to use. Clearly outline the delivery schedule and timeline of each component of the project. Consultants shall be prepared to begin work within two (2) weeks of the Notice to Proceed. Indicate in the proposed scheduling the necessary involvement and various decision points required of the County.

Part 6-Reference Review

The selection committee will conduct a background reference review of each respondent. Please include the following information for three (3) projects that the proposed Consultant Team worked on together:

1. Name of the project/study
2. Location of the project
3. Name, title, and contact information for the client
4. Project budget
5. Date of completion of the project and final budget

Selection Process

Buffalo County will use a selection committee to review and evaluate the submissions. Buffalo County, at its own discretion, may interview the top ranked firms. From this process, the County may select the successful individuals and/or firms. During the evaluation process, the county reserves the right to contact individuals or firms to clarify information, provide additional information, and/or participate in a meeting or interview, or to allow corrections of errors or omissions.

Buffalo County shall not be liable for any direct or indirect costs associated with any firm's preparation and/or presentation costs in response to the RFP. The RFP does not commit the County to pay any costs incurred in the submission of an RFP or in making any necessary studies or analysis in preparation of the submission of the RFP.

Proposal Terms and Conditions

1. Examination of Proposal Materials
 - a. The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition.
2. Addenda Interpretations
 - a. If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested to be added to the notification list, and said addenda will be uploaded to the County website. Buffalo County is not bound by any oral representation, clarification, or changes made in the RFP by the County or its agents, unless such clarifications or changes is provided in written addendum form Buffalo County.
3. Designated Contact
 - a. For the purposes of this RFP, the County's designated contact is Steve Gaasch. Any questions concerning the scope of work and the selection process shall be directed to Steve Gaasch at sgaasch@buffalocounty.ne.gov. Any and all questions and responses concerning this RFP will only be accepted in writing, via email. All questions must be received by December 11, 2023.
 - b. Responses to questions will be posted on the County's website (www.buffalocounty.ne.gov) and will become part of the RFP. It is the consultant's responsibility to check the website for updates.
4. Public Records
 - a. This RFP document and all submittals in response thereto are public record. Prospective consultants are cautioned not to include any material into the proposal that is strictly propriety in nature.
5. Proposal Costs
 - a. All cost associated with the preparation of RFP submittals shall be borne by the respondent. This RFP does not constitute any form of offer to contract.
6. Reservation of Rights
 - a. The County reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal; to modify any part of the RFP; or to issue a new RFP.
7. Product Ownership
 - a. Any documents resulting from the contract will be the property of the County.
8. Causes of Disqualification
 - a. Any of the following may be considered cause to disqualify a proponent without further consideration:
 - i. Evidence of collusion among proponents

- ii. Any attempt to improperly influence any member of the selection committee
- iii. Existence of any lawsuit, unresolved contractual claim, or dispute between the proponent and the County.