



REQUEST FOR PROPOSAL

CITY OF GLENDALE POLICE EVIDENCE STORAGE FACILITY ARCHITECTURAL AND CONSTRUCTION ADMINISTRATION SERVICES

PROJECT NUMBER
202149 (Bid No. 42100060)

**City of Glendale
Engineering Department
April 2021**

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**CITY OF GLENDALE
REQUEST FOR PROPOSAL
POLICE EVIDENCE STORAGE FACILITY
ARCHITECTURAL AND CONSTRUCTION
ADMINISTRATION SERVICES
Project No. 202149 (Bid No. 42100060)**

INTRODUCTION

The City of Glendale is seeking a qualified architectural firm to provide programming, design, preliminary cost estimating, permit approvals, and construction administration services for a new Police Evidence Storage Facility. This proposed facility will also include programming for the future construction of an adjacent crime laboratory.

The overall project budget is approximately \$10.3M and includes the cost for design, construction, FF&E, information technologies, security, and access control systems. The City may utilize the services of a Construction Manager at Risk (CMAR) for this project, but the specific construction method has not yet been determined. It is the City's desire to have the new Police Evidence Storage Facility completed before the summer of 2023.

All qualified firms interested in providing the required services are invited to submit their proposal to this Request for Proposal (RFP). All proposals must comply with the requirements specified in this RFP.

SECTION I – PROJECT DESCRIPTION

The City of Glendale's existing police evidence storage facility is located in the Main Public Safety Facility, at 6835 N. 57th Avenue, which was built in 1990. Impounded vehicles are stored off site at the city's Field Operations Complex, at 6210 W. Myrtle Avenue. The proposed new Police Evidence Storage Facility and vehicle storage area will be built on city-owned property at 6420 W. Myrtle Avenue, which was previously the location of the Lazy J Trailer Lodge and RVs.

The proposed site will have frontage on Myrtle Avenue to the south, with a large city-owned retention basin on the west. The Field Operations Complex surrounds the property on the north and east sides. The site is approximately five (5) acres and will accommodate the police evidence storage facility, associated parking, and the space for a future crime lab. If necessary, additional land is available north and east. A master plan for the Glendale Operations Campus was completed in January 2021 and identifies the preferred location and size of the new police evidence storage facility, future crime lab and associated parking area. See **Exhibit A** attached with this RFP.

The designated property is Mixed Use (S-1, B), nonseparated occupancies. Type of construction will be IIB, single-story with a mezzanine, all sprinklered. Anticipated size of the police evidence storage facility is 33,000 sf, with future growth potential for an adjacent 20,000 sf crime lab. Dependent upon estimated construction costs, shell space for the crime lab may also be built at the same time as the police evidence storage building. Full programming of the future crime lab must occur concurrent with the police evidence storage building.

The new police evidence storage facility must include, but is not limited to, the following essential amenities:

- Warehouse type storage space with high ceilings (~ 20 feet) to accommodate pallet racks and 15 ft. shelving.
- Second floor mezzanine for long-term storage.
- Freight elevator to mezzanine.
- Public entry/waiting area and adjacent large property exchange room with bullet-proof glass.
- Evidence prep area for field officers with commercial refrigerator.
- Pass through evidence lockers.
- Commercial walk-in freezer.
- Commercial walk-in refrigerator.
- Evidence drying area.
- Supervisor's office and eight (8) cubicles for staff.
- Employee restrooms, 3 stalls per gender.

- Break room, with storage cabinets and countertop space, sink, microwave, refrigerator, etc.
- Conference/training room for 10-12 individuals.
- Gun storage room with solid walls and secured ceiling.
- Drug storage room with solid walls, single controlled access point, dedicated HVAC system, secured ceiling.
- Indoor vehicle inspection area with bays and a lift.
- Temperature controlled IT room.
- Controlled “Key Card” access on all doors and secured areas.
- Security camera system throughout.
- WIFI throughout.
- Loading dock with rollup door.
- Secure, outdoor storage area for evidence vehicles (~ 1 acre).
- Secure, outdoor storage area for bicycles.
- Outdoor storage for flammable items.
- Outdoor explosives cabinet.
- Fifteen (15) covered parking spaces for City and staff vehicles.
- Public parking spaces.
- Landscaping.
- Set up for RFID conduits (power).
- BDA for radio coverage conduits (power).
- Separate entry/lobby for Public and Police Employees.

SECTION II - SCOPE OF WORK

The selected Architectural firm (Consultant) will work closely with various City departments, including Engineering, Police, Facilities Management, Development Services, and others, as needed, during the design and construction phases of the project. The City will utilize the services of the Consultant for programming, design, construction cost estimating and construction administration. The Consultant will make Council presentations and conduct public meetings and other related public involvement activities, if requested.

The following information is a general description of the scope of work that the Consultant may be required to perform. The services listed in this scope of work may include, but are not limited to, the following:

A. General project administration services include:

1. Coordinating with the City Engineering, Police and Facilities Management (Project Team) departments during all phases of the project.
2. Conducting project meetings as necessary to maintain the project budget and schedule, chairing periodic regular meetings and any additional meetings as required or requested by the City, setting agendas, and preparing and distributing meeting minutes. Meetings under basic services may include:
 - a. Meetings with the Project Team, other various city departments, as necessary and the Contractor (or CMAR if contracted).
 - b. Meetings required to obtain permitted plans.
 - c. Meetings with oversight committees (i.e., City and Police Management, City Council, etc.).
 - d. Meetings with utility companies, if required.
 - e. Meetings with general public, property, and business owners, etc., if requested by the City.

3. Coordinating with private, public and City utilities (i.e., APS, SRP, Qwest, Southwest Gas, Cox Communications, City Information Technology Department, Water and Sewer Services Department, etc.) regarding standard technology and utility issues and incorporating pertinent information in the plans.
4. Submitting and retrieving all required documents to/from the various required reviewing agencies.
5. Preparing and maintaining a project schedule after meeting with the designated City Project Team. Determine appropriate submittal deadlines and coordinate project submissions. The Consultant will be responsible for the master scheduling through the design phase. The master scheduling will be the contractor's responsibility once construction activities begin; however, it will be the Consultant's responsibility to review and comment on all project schedules and schedule information.
6. Obtaining all federal, state, county, local and utility approvals required for permitting purposes for the design of the project. The Contractor will be required to obtain the necessary permits associated with construction, including City Building Safety permits, NPDES, and others. As the project progresses, the Consultant shall timely furnish to the City copies of all communications between the Consultant and all respective agencies or departments and all approvals and permit approvals for the Project.
7. Submitting a written monthly progress report to the City and Project Team during the entire period of the project, through both design and construction phases. Also, the Consultant will be required to submit a monthly project schedule update and status report, as well as a monthly cash flow schedule for both design and construction phases.
 - a. Project Schedule: The Consultant shall prepare a significant event calendar. The initial schedule should show the original start date with initial completion date as references. A copy of the original overall schedule shall be submitted at the project kick-off meeting. The Consultant shall update the schedule monthly to keep it current showing comparison with the Baseline/Target schedule. The construction schedule will be the responsibility of the Contractor after the Contractor is issued the construction notice to proceed by the City.
 - b. Invoices and Progress Reports: The City will approve the format for invoices and progress reports. Invoices will be submitted using the City's online SmartSheet application no later than the 25th day of the month. The invoices will be consistent with the project tasks, project schedule, fee proposal, and cash flow schedule. The invoice will identify the contract number and include the amount for each work task and man-hour level of effort identified in the approved fee proposal. The total invoice submitted shall be less than or equal to the task percent complete with the associated cost. The invoice will show the amounts previously billed, the amount due for the current period and the balance. The monthly progress report will be submitted to the City's Project Manager the same time the monthly invoice is submitted. Non-response to this requirement could delay payments to the Consultant.
 - c. Cash Flow Schedule: The cash flow schedule will provide information to the City regarding future funds needed to complete the project. It is the responsibility of the Consultant to submit the project life cycle cash flow spreadsheet on a monthly basis. Non-response to this requirement could delay payments to the Consultant. The Consultant will be responsible for the cash flow schedule through the design and construction administration phases of the project.

The Consultant will collect or estimate the cash flow information from all the parties involved in the project (e.g., design consultants, engineers, construction contractors) and will combine this information using the Excel four (4) page workbook provided to the Consultant by the city. The Consultant will need to obtain the cash flow information from the Contractor and coordinate this information into the overall cash flow information. The Consultant will complete the applicable four (4)-page worksheet and send it electronically to the Project Manager.

8. Providing a detailed construction phasing plan. The functionality of the existing Field Operations Complex must remain fully operational. The Consultant will develop a construction phasing plan that will maintain the required services so that current operations continue to function during the construction phase of the project. The construction phasing plan will be incorporated in the final bid documents. If a CMAR is contracted the Consultant will work with the CMAR on a construction phasing plan.
9. The Consultant will be responsible for the detailed preliminary construction cost estimates. The detailed preliminary cost estimates will include all costs associated with the construction of the new police evidence storage facility construction, including construction, soft costs, and all other associated costs.

General Note: If a CMAR is contracted construction cost estimating will be the responsibility of the CMAR, but the Consultant will review and comment. Before the project can move to the next phase the Consultant and the CMAR must reconcile any disagreements on the estimated costs. If no consensus is reached, the City will make the final determination.

B. Programming and schematic design phase includes:

1. The Consultant, in coordination with the Project Team, will collect all of the available information (record drawings, previous assessments, etc.) needed to meet the requirements of the project and confirm such requirements in writing and by conceptual sketches to the City.
2. Preparing project programming and schematic design studies leading to a recommended solution together with a general description of the project. The Consultant shall present this information to the Project Team and others, as necessary, for review, comment, and approval.
3. Preparing a schedule for the Project Team's approval of all required submittals for Planning and Building Safety Departments' review based upon information from pre-design meetings and current Planning and Building Safety Department review schedules.
4. Preparing necessary exhibits and presenting to the City and the Project Team, and City Management and City Council, if requested.
5. Providing a preliminary cost estimate in a format and at a level of detail approved by the City.
6. After completion of the programming, schematic design studies and the construction cost estimates, the Consultant shall present this information to the City and the Project Team for review, comment, and approval.
7. The programming and schematic design phase will be considered completed when the City and Project Team has approved the programming and schematic design and the construction cost estimate is within the project construction budget.

C. Design development phase includes:

1. Prepare the design development documents, after the City approves the programming, schematic design studies and construction cost estimate in writing. These documents will consist of preliminary plans and specifications to fix and illustrate the size and character of the required project programming.
2. Design the project so that the construction shall conform to applicable building codes and standards, city design guidelines and the city building standards manual, and other applicable statutes and regulations.

Note: If a CMAR is contracted, work closely with the CMAR on constructability and value engineering judgment.

3. The design development phase will develop the plans and specifications to approximately 30% completion. These documents will consist of preliminary plans, elevations and other drawings, and specifications to fix and illustrate the size and character of the police evidence storage facility, including the types of materials; type of structure; mechanical, electrical, computer and telecommunications systems; audio/visual systems; and such other work as may be appropriate. After completion of the design development phase, the Consultant shall submit the plans, specifications and detailed project cost estimate to the City and the Project Team for review and comment. If requested by the City, the Consultant shall present the design development plans to City management and Council.
4. The design development phase will be considered complete once the City and the Project Team has approved the submitted design development plans, agrees that the construction cost estimate is within the established project budget, and agrees that the Consultant is meeting the established requirements of the project.

D. Construction document phase includes:

1. After the City and the Project Team has approved the design development documents and construction cost estimate in writing, the Consultant shall prepare final, permit-ready construction plans and specifications.
2. Preparing drawings using computer programs and formats as dictated by the City of Glendale Engineering Department. Final bid specifications shall be prepared as dictated by the City of Glendale Engineering Department.
3. During the preparation of construction documents, the Consultant shall inform the City and the Project Team in writing of any adjustments to previous construction cost estimates indicated by changes in scope, requirements, or market conditions.
4. Complying with all applicable federal, state, and local laws and codes in effect at the time the drawing plans and specifications are approved by the City. The Consultant shall notify the City of any code changes that will impact the Project, budget, or schedule.
5. Upon completion of construction plans, specifications and contract documents, the Consultant shall submit all design documents, including structural, mechanical, electrical, and plumbing calculations, and a complete set of construction drawing plans, specifications and contract documents for review and approval by the appropriate City departments. These documents must be sealed and signed by the appropriate responsible party. The Consultant shall make no changes, deletions, or additions to these documents without approval by the City before inclusion in the final design documents.
 - a. **60% Drawings and Specifications:** The Consultant will submit design development plans to the City Project Team at the 60 percent phase for review and comment.
 - b. **90% Drawings and Specifications:** The Consultant will submit the 90 percent drawings and specifications for review and comment by the City Project Team, Glendale Development Services and Building Safety Departments. The Consultant will also submit the 90 percent drawings and specifications to all utility companies and any other interested agencies requiring approval and/or permits for construction. The 90 percent drawings and specifications will be prepared incorporating all review comments received from previous reviews.
 - c. **100% Final Drawings and Specifications:** Final drawings and specifications will be prepared based upon review comments received from the City, utility companies and other review agencies on the 90% documents. The Consultant will coordinate the approval of all required permits necessary for construction, including preparing permit applications and providing additional information in support of the project. One reproducible set of the approved bid ready final drawings

and specifications will be delivered to the City. The Consultant shall also provide the final drawings and specifications on a CD in a format approved by the City.

6. With the submission of the construction plans, specifications and contract documents, the Consultant shall submit a detailed project cost estimate that follows the Construction Specification Institute divisions.
7. Incorporating all corrections received from the reviewing entities into the final bid set of contract documents. If required, the Consultant shall resubmit the revised plans to the Development Services and Building Safety Departments for approval. Additionally, if any changes were required that could affect the cost estimate, the Consultant shall submit a revised cost estimate reflecting the modifications made for this final submittal.
8. After completion of the proposed construction documents and review by City staff, the Consultant shall, if requested by the City, present all documents to the City Council for review, comment, and approval.
9. Upon approval by the City and any other permit agencies, of the complete drawing plans and specifications, the Consultant shall deliver to the City the approved construction documents (plans, specifications, and contract documents). These documents shall be sealed and signed by the appropriate responsible parties.
10. If it is determined by the City that construction phasing is in the best interest of the City the Consultant shall provide the appropriate number of design calculations, plans, specifications, contract documents and cost estimates required for the applicable phases of construction and as indicated in each stage of the Construction Documents.
11. The Construction Document Phase will be considered complete when the City and the Project Team has approved the final submitted plans and specifications, agrees that the cost estimate is within the established project budget, and agrees that the plans are permit-ready.

E. Bid Phase may include:

1. The City will conduct the bid advertisement and provide the bid documents to potential bidders and others.
2. The Consultant will attend the pre-bid conference and prepare all necessary addenda related to documents originated by the Consultant. The City will issue all addenda.
3. The Consultant will respond to questions regarding the plans and specifications. The Consultant shall receive, review, and make recommendations regarding requests for substitutions, and incorporate these substitution requests into the addenda as required.
4. The Bid Phase will be considered complete when the City has accepted the lowest best qualified bid. If requested by the City, the Consultant will review all of the submitted bid documents and prepare a recommendation letter.
5. If a CMAR is contracted the Bid Phase will be the CMAR's responsibility. However, the Consultant will review the CMAR's Guaranteed Maximum Price (GMP) and make a recommendation to the City. If the Consultant and the CMAR cannot agree on the GMP the City may request that the Consultant hire a third-party construction cost estimating firm to review and make recommendations concerning the CMAR's GMP. If no consensus is reached, the City will make the final determination.

F. Construction Administration Services:

Upon the City's approval of the construction contract, the Consultant shall provide construction administration services. The services involved shall include, but are not necessarily limited to, the following:

1. Preconstruction Conference: Conduct a preconstruction conference with the Contractor, the City and the Project Team and other interested parties prior to issuance of the Notice to Proceed. The City will notify all interested parties and affected utilities of the date and time of the preconstruction conference to be held at the City. In addition to conducting the meeting, the Consultant will take minutes and issue them to all attendees.
2. Quality Acceptance: The Consultant shall provide quality acceptance services including performing inspections, all required special inspections and acceptance testing of all items of work required by the contract documents. The Consultant shall monitor construction for compliance with the project plans and specifications.
 - a. The Consultant shall provide an on-site representative to observe construction activities. The on-site representative shall be available for a minimum of 30 percent of the contract construction period. The on-site representative shall visit the project site during the course of critical construction activities, but not less than three times per week, depending on the status of work per the Contractor's construction schedule. The on-site representative's availability and on-site visits will be determined prior to final contract approval.
 - b. The Consultant shall bring any deficiencies in the work or materials to the attention of the City, the Project Team, and the Contractor. Reports of these deficiencies shall be forwarded to the City PM for review. The Consultant will resolve any construction-related problems, conflicts, or discrepancies, and will recommend remedial actions, but shall take no action without the prior approval of the City Project Manager (PM) if the issue(s) affect the schedule or contract amount.
 - c. The on-site representative shall be a full-time employee, shall have the minimum experience in the architectural, engineering and/or construction profession as outlined below, and shall have had prior quality acceptance experience on a project of comparable size and scope. The City reserves the right to approve the designated individual that will be the on-site representative.

The qualifications of the on-site representative shall include at least one of the following requirements:

- Professional architect/engineer licensed by the State of Arizona, with two years of building construction experience acceptable to the City.
 - An individual with five years of building construction experience acceptable to the City, with a Bachelor of Science Degree in Architecture, Engineering or Construction.
 - An individual with seven years of building construction management experience acceptable to the City.
- d. The Consultant shall assist the Contractor in establishing a Contractor Quality Control Program to ensure conformance to applicable specifications and plans with respect to materials, workmanship, construction, finish, and functional performance. The Quality Control Program shall be effective for control of all construction work performed under the Contract and shall establish an effective level of quality control.
 - e. The Consultant shall identify and coordinate with the Contractor all required acceptance material tests require by the City, project specifications and consistent with MAG and the applicable building codes. The Contractor shall schedule and coordinate all required tests and provide all necessary source sampling and factory acceptance tests, results, and inspection information to the Consultant for review and comment. It shall be the Consultant's responsibility to provide any additional assurance tests necessary to verify the Contractor's

compliance with the project plans and specifications.

4. Construction Schedule and Pay Application Review: The Consultant shall review the construction schedule with particular emphasis on assuring that reasonable time allowances have been made for the work required. The Consultant shall observe construction progress and maintain and issue a monthly construction observation report based upon information observed; review construction progress with the Contractor and compare that progress with known activities on the site to the monthly pay application request issued by the contractor; review the monthly pay application and submit comments and/or recommendations to the Contractor and the City for action. The final monthly pay application will be approved and processed by the City.

The Consultant will prepare a “Contractor Schedule Review” statement. The “Contractor Schedule Review” statement must be signed by the Consultant and submitted to the City PM for approval. All updated schedules must be reviewed and approved prior to issuance of monthly progress payments to the Contractor. The Consultant shall initiate any required correspondence necessary to assure the Contractor remains on schedule.

5. Schedule Review and Utility Coordination: The Consultant shall review the Contractor’s schedule with particular emphasis on insuring that reasonable time allowances have been made for work required by the various utility companies, prior to approval. The Consultant will assist in the resolution of any utility conflicts discovered. The consultant shall initiate any required correspondence to ensure that the Contractor remains on schedule.
6. Coordination of Submittal Reviews: The Consultant shall review the contract documents, prepare a list of all required submittals, and provide the list to the Contractor. The Consultant shall maintain a submittal log and coordinate all reviews and any necessary resubmittals.
7. Shop Drawing Review: The Consultant shall review all shop drawings to verify the Contractor’s compliance with the project plans and specifications.
8. Conduct Weekly Construction Progress Meetings: The Consultant shall conduct weekly construction project meetings, prepare an agenda and minutes of the meeting, and distribute to all attendees. The Consultant will provide weekly update reports to the City and the Project Team, and City Engineer. The weekly update reports can be in the form of weekly construction meeting minutes.

Note: If a CMAR is contracted, at the request of the City this task could become the CMAR’s responsibility. If so, the Consultant will be required to provide separate monthly update reports.

9. Special Inspections: The Consultant shall coordinate with the Contractor, as required, provisions and execution of all special installation inspections. In addition to the special inspections required by the City’s Building Safety Department, special inspections may include roofing and structural inspections. Special inspections shall be performed during installation by a qualified professional, certified or registered by the State of Arizona. The Consultant shall provide resumes of the individuals performing the special inspections per the requirements of the City’s Building Safety Department.
10. Value Engineering: Review and make recommendations on any value engineering proposals, which the Contractor may submit during the project. No value-engineering proposal shall be implemented without the prior approval of the City PM.
11. Change Order Requests: The Consultant shall review and make recommendations on all change order requests from the Contractor. No change order shall be implemented without the prior approval of the City PM. If requested by the City the Consultant shall prepare all necessary documents and submittals for Council approval.

12. Final Inspection and Payment: The Consultant will maintain a running deficiency list during the course of the project and keep the Contractor informed as to its current status. The Consultant will conduct, with the assistance of the City, a final inspection and prepare a final punch list, including all items remaining on the deficiency list, as well as any additional items discovered during the final inspection. Subsequent inspections should be anticipated in order to ensure completion of all identified deficient items.
13. One-Year and Two-Year Warranty Inspection: The Consultant will conduct, with the assistance of the City, a one-year, and a two-year warranty inspection. The Consultant will prepare a punch list of deficient items discovered during the inspections. The Consultant should anticipate subsequent inspections in order to ensure completion of any identified deficient items discovered during the one-year and two-year inspections.

SECTION III – REQUEST FOR PROPOSAL SELECTION CRITERIA

NOTE: For the convenience of the review committee, limit your proposal to **twelve (12) pages** (8.5" x 11", with 1" margins) using Times New Roman 10-point font, plus a one-page cover letter (total – 13 pages). Respond to Items A through E in alphabetical order in your proposal.

If desired, additional materials, such as detailed resumes, descriptions of previous projects, and/or other information relevant to the assessment of the firm's qualifications may be included **AT THE END** of the proposal in **CLEARLY LABELED APPENDICES**, but responses to **Items A through E MUST be limited to 12 pages or less**. Please be aware that the review committee members may limit their review activities only to Items A through E and are not obligated to review any information in the appendices.

The City will short-list three finalists and hold presentation/interviews in order to determine the final selection. Proposals will be worth 100 points, broken down as listed below. Parties interested in providing consulting services must address the following criteria:

A. General Information (5 points)

1. Provide a general description of the firm proposing to provide architectural planning, design, and construction administration services. Explain the legal organization of the firm. Provide an organization chart showing all key personnel, including any anticipated sub-consultants.
2. Provide the following information:
 - a. List the Arizona business license(s) held by the firm if the firm is authorized to transact business in Arizona by the Arizona Corporation Commission. List any professional registrations and/or certifications held by the key personnel who will be assigned to this project. Provide the registration/certification numbers, if applicable.
 - b. Identify the location of the firm's office that will manage this project and the percent of work that will be performed from this office. If the principal office is not local to the Phoenix Metro area state what percent of the work will be performed from the principal office.
 - c. Identify any contracts or subcontracts, held by the firm or officers of the firm, terminated within the last three years, and briefly describe the circumstances. Also, identify any claims filed on a contract that resulted in litigation or arbitration within the last three years and briefly describe the circumstances and the outcomes. This information applies only to contracts or subcontracts issued in the state of Arizona and/or the state where the office is located that will be managing this project if not in Arizona. If there are no issues in these areas, please respond that there are no issues, pending or threatened suits or defaults.

B. Experience and qualification of the firm/team. (20 points)

1. Identify at least three projects comparable in size and scope to this project, in which the firm served as the primary consultant in the last seven years.

For each comparable project identified provide:

- Project name and a brief description of the project.
 - Highlight how the project is comparable to the City's.
 - Identify the procurement method for construction (DBB, CMAR, D-B, JOC).
 - Project's original and final design contract amounts, including any contract amendments or change order amounts.
 - Project's original and final construction administration services contract amount, if applicable, including any contract amendments or change order amounts.
 - Project's original and final completion dates for both design and construction.
 - Project Owner and representative with current telephone number and/or email address.
 - Reference information: two names per project with telephone numbers and/or email addresses. References must be germane to the project. Clearly state the nature of their participation in the referenced project. The owner's representative can also serve as one of the two references, if desired.
2. Discuss how the firm will support the project and the project team. Describe the financial and leadership resources available to the team, and any project management systems and tools. An overall financial report is not required and not the intention.
 3. List all projects that the firm completed or are on-going in the city of Glendale where the firm served as the prime design consultant in the last five years. Include the project name, start date and date of completion or anticipated date of completion. The firm may limit this list to seven projects, if desired. If a project was a City of Glendale project provide one city staff reference and the nature of their participation in the referenced project.
 4. Discuss the services that will be performed in-house and the services that will be performed by a sub-consultant(s). For the services to be performed by a sub-consultant(s), include their specific areas of responsibility and experience.

C. Experience of key personnel to be assigned to this project. (20 points)

1. For each key person identified in the firm's organization chart, list at least two projects comparable in size and scope to this project, in which they played a primary role. If a project selected for a key person is the same as one presented for the firm, provide just the project name and the role of the key person. For projects other than one presented for the firm provide the same information as requested in **B.1.** above.
2. For each key person identified, provide a brief resume of their overall experience, including the number of years of overall experience, and overall knowledge of projects comparable in size and scope to this project.
3. Identify the home office location of each key person proposed for this project, their length of time with the firm, and the percent of their time planned for their anticipated involvement in this project. If a portion of their work will not be done locally provide the percent of work that will.
4. List the key staff of any proposed sub-consultants. Include their home office location, brief description of the experience and qualifications of these individuals, and the percent of their anticipated involvement.

D. Understanding of the project and approach to performing the required services. (40 points)

1. Describe your firm's understanding of the project and all the key elements that will need to be considered. Discuss the major issues your team has identified and how you intend to address these issues.
2. Present a proposed project schedule for this project. The schedule should include all the major tasks and must be readable. It does not need to be presented in Primavera or a similar program format. The project schedule may be presented on an 11"x 17" single page. However, if the schedule is presented on an 11"x 17" sheet only the schedule may appear on this page and the page will be counted as one (1) of the twelve (12) maximum pages.
3. Describe any processes or systems used by your firm for project management, planning and scheduling. Briefly describe the firm's experience on quality control, dispute resolution and project cost control. Provide an example(s) how your firm handled a past dispute issue(s) and the outcome.
4. Describe how your firm's innovative approaches will help achieve the City's project goals.

D. Current workload. (5 points)

1. Provide the total number of projects that your firm is currently under contract for. If your firm has more than one office location, provide only the total number of projects that are under contract to the office that will be managing this project.
 - a. If the list exceeds ten projects provide the following for the first ten projects listed: a brief project description, total project budget, status of the project, staff resources required to complete the project and (estimated) completion date.
 - b. For any projects beyond the ten projects listed provide the project name and (estimated) completion date. This list may be limited to twenty projects, if desired.
 - c. Describe how the firm intends to provide the required resources necessary for this project.

E. Ability of the firm/team to provide the required services. (10 points).

1. The selection panel member reviewing the submittal shall determine the points awarded for this item. The firm submitting will not address or respond to this item.

SECTION IV – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on **Wednesday, April 21, 2021, at 10:00 a.m.** The meeting will be held virtually on Zoom, Meeting ID: 934 2455 7213, Passcode 285034. Interested parties are invited to attend this conference. At this meeting, staff will discuss the scope of work, general contract issues and respond to questions from the attendees. **Because City staff may not have time to respond to individual inquiries regarding the scope outside of this pre-submittal conference, it is recommended that interested firms have a representative join the pre-submittal conference.**

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in submitting on this project must be registered as a vendor in order to submit a proposal. To register please visit the Vendor Self Service site at:

<https://glendaleazvendors.munisselfservice.com/Vendors/Default.aspx>.

On the submittal to this RFP, please display the firm information, bid number, project number, and project title as shown:

BID NUMBER: 42100060

TITLE: 202149 - Glendale Police Evidence Storage Facility

Please provide your response to this RFP no later than:

Thursday, April 29, 2021, before 2:00 p.m. (local time)

Any proposal received after this time will not be considered and will be returned to the firm.

Firms interested in the above project should submit a response addressing the specified Request for Proposal (RFP) criteria. Please be advised that **failure** to comply with the following criteria could be grounds for disqualification:

- Receipt of submittal by the specified date and time.
- Adherence to maximum page requirement and font size.
The firm must acknowledge in their cover letter to this RFP they have reviewed the City's Professional Services Agreement (PSA) and are willing to execute the agreement without revisions or modifications. An example of the City's Professional Service Agreement (PSA) is available for downloading and reviewing on the City's website at www.glendaleaz.com on the Engineering Department's [page](#) under Design and Construction Documents and Forms.

Adherence to the maximum page criterion is critical. Each page shall be 8 ½ x 11 with 1" margins. The page with the project schedule may be 11x 17 (see pg. 13, D.2.). Any page with criteria information will be counted in the twelve (12) page limit. Pages that have photos, charts and graphs will be counted towards the maximum number of pages. Submittals may include front and back design covers (not to be confused with the "cover letter"). The front and back design covers can include the project title, firm logo, photos, graphics, etc. The front and back design covers will not be counted toward the twelve (12) page limit but must not include any information relative to the selection criteria. Also, 1" margins may include decorative headers/footers that include information such as page number; project title; date; firm name, address, phones numbers, website information; etc., but must not include any information relative to the selection criteria.

All questions regarding this Request for Proposal must be submitted in writing prior to 4:00 p.m., April 23, 2021 to:

City of Glendale
Engineering Department, 3rd Floor
5850 W. Glendale Avenue
Glendale, AZ 85301-2599

Or by E-Mail to :
EngineeringDept@glendaleaz.com

SECTION VI - SELECTION PROCESS

SELECTION PROCESS - PHASE I

Your RFP submittal will be evaluated based on the qualifications of your firm, project team's experience, firm's approach to the project, and other information as outlined in the RFP Selection Criteria.

A Selection Committee organized for this specific project will review and evaluate the RFP submittals. Following a review of the RFP submittals, the Selection Committee will "short-list" three firms for further participation in Phase II of the selection process. The three "short-listed" firms will form the single final list.

SELECTION PROCESS – PHASE II

The three "short-listed" firms will be notified and invited to participate in a presentation/interview to the Selection Committee. The "short-listed" firms will be provided the selection criteria and additional information regarding the presentation/interview and will have one week to prepare.

The final ranking order of the single final list will be determined by the ranking of the presentation/interviews only. The most qualified firm will be notified within a few days after the presentation/interviews and invited to a scoping meeting to start contract negotiations and documents.

SECTION VII – GENERAL INFORMATION AND SCHEDULE

No reimbursement will be made by the City for any costs incurred prior to the execution of a written contract and a formal notice to proceed. The City reserves the right to reject all proposals and re-solicit or cancel this procurement if deemed by the City to be in its best interest. The City also reserves the right to waive any informality or irregularity in any submittal to this RFP and to be the sole judge of the merits of the respective submittals received.

A firm, business or individual, may be disqualified for any of the following:

- Litigation pending against the City.
- Failure to perform faithfully any previous contract with the City after said previous contract was terminated for cause.
- Failure to disclose any pending violations, lawsuits, etc., and any actions that may be a conflict of interest.
- Previously defaulting or terminating a contract with the City.
- Current or pending litigation which is likely to have a negative impact on a firm’s ability to execute this contract.
- These are a continuing disclosure requirement. Any such matter commencing after the execution of a contract, must be disclosed in a timely manner in a written statement to the City.

All firms or persons interested in submitting on this RFP will refrain from direct or indirect contact with any person who may play a part in the selection process or any person employed by the City, other than authorized representatives as identified by the Engineering Department. This policy is intended to create a level playing field for all potential firms and to protect the integrity of the selection process. Any changes to this RFP will be in the form of an addendum.

Submittals to this RFP will become the property of the City of Glendale.





SCHEDULE

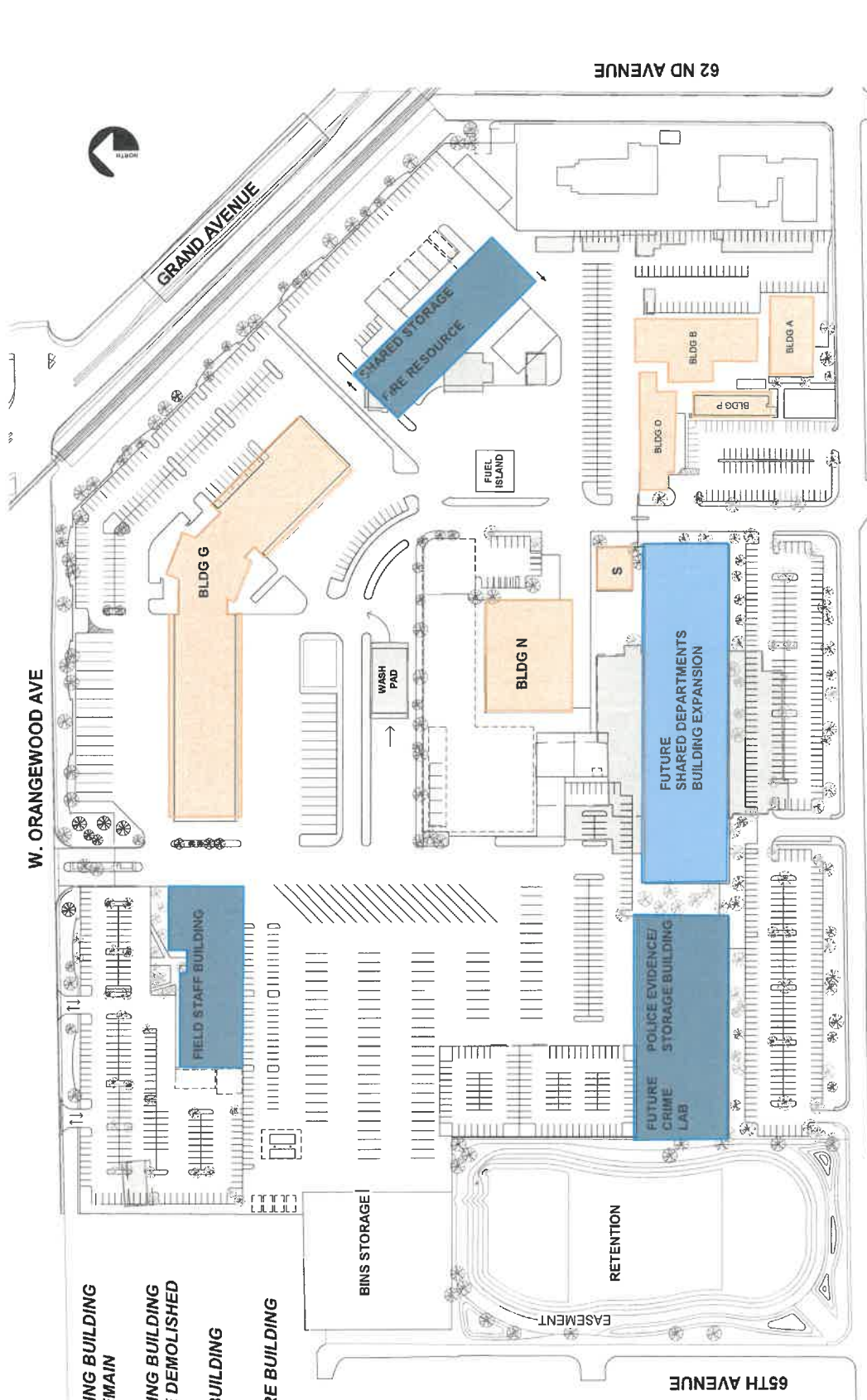
The following is a **tentative** schedule only and subject to change. Firms interested in this project must be available on the week scheduled for interviews. However, this week is subject to change depending on the time required to determine the “short listed” firms and the availability of the selection committee.

Pre-Submittal Conference Meeting – 10:00 a.m.	April 21, 2021
RFP Submittals Due to Engineering Department by 2:00 p.m.	April 29, 2021
Estimated Short-List Notification	Week of May 24, 2021
Estimated Phase II Presentation/Interview	Week of June 21, 2021
Estimated Completion of Professional Services Agreement	Week of July 26, 2021
Estimated City Council Award	August 24, 2021
Estimated Notice to Proceed	September 13, 2021

SECTION VIII – PROTEST OF SOLICITATIONS AND CONTRACT AWARDS

If a protest is lodged in connection with the subject procurement, the City will follow the Procurement Protest Policy and Procedures of the Arizona Department of Administration, with the Assistant City Manager serving as Chief Procurement Officer, the Director of Engineering as Procurement Administrator, and the City Engineer as Director. If a protest cannot be resolved at the Assistant City Manager level, the Procurement Administrator will appoint an independent “Reviewer” to serve as “administrator law judge” in the appeal process.

-  EXISTING BUILDING TO REMAIN
-  EXISTING BUILDING TO BE DEMOLISHED
-  NEW BUILDING
-  FUTURE BUILDING



DWL PROJECT NUMBER: 1700.01
 DATE: 1/26/2021

CONCEPTUAL SITE PLAN
 OPERATIONS CAMPUS MASTER PLAN

CITY OF GLENDALE
 6200 WEST MYRTLE AVENUE
 GLENDALE, ARIZONA 85301

EXHIBIT A -- POLICE EVIDENCE STORAGE FACILITY SITE PLAN