



Clive Public Safety Facilities Study
Request for Proposals

November 21, 2014

The City of Clive is inviting experienced design teams to submit a proposal for the development of site evaluations and conceptual designs for a Clive Public Safety Facilities Study. The City is proposing to construct a Police Station, approximately 20,000 sq. ft. in size, and a remodeling project of the existing Dymond Public Safety Center into a facility dedicated primarily for Fire Department use only. Additional conceptual design services include evaluation, programming and conceptual design for a redevelopment of Linnan Park, located directly adjacent to the Dymond Public Safety Center at 8505 Harbach Blvd.

The City intends for these conceptual designs to assist the City in developing a proposed Public Safety Facility Project to be considered via voter referendum in early 2016. Based on the results of that referendum the City would then progress to the detailed design/construction plan development stage, for which the City will again develop a Request for Proposals for those services. The City's desire is to utilize the deliverables of the conceptual design and site evaluation study to educate the Clive public on possible public safety facility options.

Qualified design teams must have significant experience in designing municipal public safety facilities, with additional ability to provide either direct or subcontracted design services for public park redevelopment. Qualified firms must have experience in the municipal facility environment and be able to provide a comprehensive review of options for the Mayor and City Council to consider to successfully realize their stated City Facilities Strategy.

This Request for Proposals (RFP) describes the professional services opportunity and the process required for submitting a response. Upon receipt of proposals, City staff and the City's Facility Committee will review the proposals and provide a recommendation to the Clive City Council for awarding a professional services contract in January 2015.

Submittal deadline is December 12, 2014.

Please direct all questions via email to Matt McQuillen at mmcquillen@cityofclive.com.

Thank you for your time and interest.

Respectfully,

A handwritten signature in black ink, appearing to read "Matt McQuillen", with a long, sweeping underline.

Matt McQuillen, Assistant City Manager
City of Clive



Part I. Summary

1. Introduction

The City of Clive, Iowa (hereinafter referred to as “City”), a growing suburban community in the Des Moines metropolitan area, is seeking responses to a Request for Proposals from qualified design firms for the Clive Public Safety Facilities Study (hereinafter referred to as the “Study”).

2. Opportunity

The Study will consist of: a) development of conceptual designs for a Police Station facility, including evaluation of multiple site options for the new facility within the Clive city limits; b) development of conceptual designs for expanded Fire Department operations at the existing Dymond Public Safety Center; and c) development of conceptual plans for the redevelopment of Linnan Park, located directly north of Dymond Public Safety Center.

3. Design Firm/Team

The qualified design firms/teams must have significant experience in the design and development of municipal public safety facility projects. In addition, the firms/teams will have the ability to provide either directly or through design partners, experience in conceptual design of public park spaces.

4. Selection Process

The City’s selection process will include a review of the submitted proposals by the City’s Facility Committee. The Committee will provide a recommendation to the Clive City Council for consideration of a professional services contract with the preferred design firm/team.

5. Intended Schedule – Subject to Change

November 21, 2014	Request for Proposals (RFP) Issued
December 12, 2014	Deadline for RFP submissions
December 19, 2014	City Facility Committee meeting to review proposals, potential interviews
January 8, 2015	Recommendation to City Council and contract consideration/approval
July 1, 2015	Deadline for completion of all study activities and deliverables

6. City Contact

Matt McQuillen, Assistant City Manager
City of Clive
1900 NW 114th Street
Clive, Iowa 50325

515-223-6220
mmcquillen@cityofclive.com

7. Responses Due

Responses to the RFP are due no later than 2:00pm on December 12, 2014, and must be delivered to the Clive City Hall (1900 NW 114th Street).



Part II. Study Background and City Facility Strategy

In 2012, the City of Clive completed a Citywide Space Needs Assessment to identify the City's space needs for all departments to serve the community's anticipated built-out population of 23,500. Through this analysis, performed by architects from Shive-Hattery, various facility solutions were proposed for City Council consideration. A copy of the Citywide Space Needs Assessment is available on the City's website [HERE](#). During strategic planning discussions in August 2012 the City Council identified the needs of the Police Department as the highest priority in terms of facility space needs. This prioritization was re-affirmed in August 2014.

Later in the fall of 2012, the City Council approved a facility strategy as a part of the City's Capital Improvements Plan. The strategy called for the construction of a new Clive Government Center facility to house the functions of the City's Police, Community Development, City Clerk, City Manager's Office and Technology Services Departments along with a new City Council Chambers. The transition of these City departments to a new facility would allow for Fire, Parks & Recreation and Library Departments to expand into the space vacated by these departments, for example in the current Dymond Public Safety Center (Fire) and current City Hall/Library Facility (Parks & Recreation and Library).

Following the approval of the Capital Improvements Plan in 2012 the City engaged Shive-Hattery in March 2013 to develop a more defined pre-design plan for the Clive Government Center. The pre-design plan was reviewed by the City Council and approved in October 2013. A copy of the City of Clive Government Center Pre-Design and Planning Final Report is available on the City's website [HERE](#).

Due to the lack of financially viable proposals the City chose to not move forward with the construction of a Government Center in August, 2014. Following this decision the City Council directed staff to develop an update to the City's Facility Strategy to focus on the construction of a standalone 20,000 sq. ft. police station facility and the remodeling of a Dymond Public Safety Facility into a facility dedicated primarily for Fire Department use. On November 6, 2014 the City Council approved an update to the City's Facility Strategy, the updated strategy is noted below:

- **Phase 1 – Construction of a 20,000 sq. ft. Police Station**, general maintenance upgrades and improvements to City Hall/Library and Parks Maintenance facility.
- **Phase 2 – Remodeling of Dymond Public Safety Center to primarily Fire only use, with possible community space in the lower level.**
- Phase 3 – Remodel and expansion of City Hall/Library, pending review of library services/mission.

Based on this updated strategy the City is now seeking professional services from a design firm/team to assist with the conceptual design of the public safety facilities noted in **bold** in Phases 1 and 2 of this strategy. As it relates to the Police Station, additional services will need to be provided for the evaluation of possible sites for the new police facility within the community and review of possible property acquisitions that may be necessary for locating such a facility.

Due to the consideration of remodeling the Dymond Public Safety Center, to allow for expanded Fire Department operations, the City has an interest in planning for the redevelopment of Linnan Park (8500 Alice Avenue) as it is directly north of the Dymond Public Safety Center and has the potential to compliment the facility remodeling project and provide for a public space enhancement for the surrounding neighborhood.



Part III. Study Scope

As noted in Part II the City has already performed a significant amount of effort for the police department space needs as identified in the City of Clive Government Center Pre-Design and Planning Final Report. This report includes information on the space needs, materials and systems associated with the police department portion of the formerly proposed Government Center. Even though a new standalone police facility is being proposed, the City would like to limit any duplication of the efforts already performed by previous studies as they had significant input from Police Department staff.

Based on the above study background and approved City Facility Strategy the following is the scope of the study the City would desire to undertake with a design firm/team. Please note, the City is not seeking detailed design/construction plan development at this time.

- 1) Police Station Facility
 - a. Facility location evaluation and site plan analysis, including site specific due diligence for up to four (4) different developed/undeveloped sites.
 - b. Conceptual design/programming options for a standalone facility, adhering to applicable law enforcement standards and design requirements
 - c. Specific facility/program research and analysis for the following aspects of the facility:
 - i. Detention facilities
 - ii. Garage enclosures, including sally port
 - iii. Exercise and tactical space needs
 - iv. Property and evidence processing/storage
 - d. Probable cost opinions for site acquisition (if applicable), site development, facility construction, operation and maintenance and project implementation options.
- 2) Renovated Fire Station – Dymond Public Safety Center
 - a. Establishing organizational goals/guidelines and define department specifications/needs
 - b. Conceptual design/programming options for renovated facility dedicated to primarily Fire Department use based on defined department specifications/needs
 - c. Existing site plan analysis, review interaction with adjacent public park space
 - d. Probable cost opinions for facility renovations, operation and maintenance, and project implementation options.
- 3) Renovated Linnan Park
 - a. Park vision planning to determine current public park needs including engagement efforts with the Clive Park Board and surrounding neighborhood
 - b. Conceptual design/programming for renovated park, including site analysis
 - c. Probable cost opinions for park renovations

Part IV. Submittal Requirements and Selection Process

Submittal Requirements

Responses to the Request for Proposals will be received until **2:00pm, December 12, 2014**. No faxed or emailed responses will be accepted.

Five (5) hard copies in a bound 8½' x 11' format and one (1) PDF formatted copy on a USB drive shall be delivered to the address shown below:

City of Clive
Attn: Matt McQuillen, Assistant City Manager
1900 NW 114th Street
Clive, Iowa 50325



The proposal should state the legal name and all contact information for each team member. Please introduce the lead project contact and detailed biography of the lead contact's relevant experience specifically related to technical qualifications and familiarity with facility types and elements associated with the study's scope.

Describe your team's track record on studies that are similar in scope. Provide a summary of the relevant projects, specifically public safety facility projects and park redevelopment projects, completed within the last five (5) years including basic data associated with land use/building information, site plan/photographs and design/development costs.

Due to the multiple facets of the Study please provide an overall not-to-exceed fee proposal that includes a breakdown of each of the three study components described in Part III: Study Scope. In addition, please include an estimate of the reimbursable expenses anticipated.

Selection Process

The five (5) member City Facility Committee, consisting of the Mayor, two City Council Members, the City Manager and Assistant City Manager, will evaluate the submitted proposals based on the design team's experience in designing and developing plans for both police and fire facilities, as well as providing public park conceptual designs and cost. The Committee may desire a brief interview with each design firm/team before finalizing a recommendation.

Following their evaluation, the City Facility Committee will provide a recommendation to the Clive City Council for a contract for professional services with the preferred design firm/team. The City anticipates this recommendation and City Council consideration occurring in early January, 2015.

Part V. General Provisions

The solicitation of this Request for Proposals is not subject to Iowa public bidding law. The request does not obligate the City of Clive to award a contract to any proposer or firm, nor to pay any cost incurred in the preparation of the submittals in response to this request.

All information and materials submitted as a result of this Request for Proposals shall be subject to public review through an Open Records information request.

All information and materials submitted as a result of this Request for Proposals shall become the property of the City of Clive.

The City reserves the right to waive any informalities or discrepancies in the Request for Proposals.

The City reserves the right, at its sole discretion, to reject any and all responses to the Request for Proposals.

All information contained in the Request for Proposals, including the project scope, schedules and selection process, is subject to change by the City at its sole discretion.