

**NOTICE OF REQUEST FOR PROPOSALS
CITY OF KINGMAN FACILITIES AND OPERATIONS SPACE NEEDS
ASSESSMENT**

RFP DUE DATE: AUGUST 12, 2016, 5 pm

SUBMITTAL LOCATION: City Clerk
City of Kingman
310 N. Fourth Street.
Kingman, AZ 86401

QUESTIONS SHALL BE DIRECTED TO: Bill Shilling
Grant Administrator
(928) 753-8159
bshilling@cityofkingman.gov

Notice is hereby given that the City of Kingman, hereinafter referred to as “City” is conducting a competitive process to retain a consultant to provide professional services which will include, but are not limited to, research, analysis, visioning, conceptual planning and design, strategic development, and presentations to stakeholders and the public.

City of Kingman invites interested firms to submit written proposals relating to this solicitation. A Screening Committee will evaluate each proposal to determine which firms will then be invited to participate in interviews.

A complete copy of this RFP and possible amendments may be obtained by requesting such from bshilling@cityofkingman.gov. Any interested offerors without internet access may obtain a copy of this solicitation by calling (928) 753-8159, or a copy may be picked up during regular business hours at the City of Kingman, Clerk’s Office, 310 N. Fourth Street, Kingman, Arizona. Respondents are invited to review the information and to submit their Proposals in accordance with the criteria established within this RFP. Written questions regarding this RFP must be received by the City of Kingman no later than Wednesday, August 10, 2016 at 5:00 pm, MST. Questions may then be responded to by written amendment to this document. Oral statements or instructions shall not constitute an amendment to the RFP.

All submittals must be received by the due date & time and at the submittal location specified herein. Any response received at the specified submittal location after the due date and time assigned will be returned unopened. The City reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until a contract is finalized or all proposals are rejected. **Submittal Due Date: August 12, 2016, 5 pm MST.**

ISSUE DATE: July 28, 2016

INTRODUCTION/GENERAL

City of Kingman is seeking the services of a qualified consultant to analyze and prepare a Facilities Space Needs Assessment for the following City operations facilities; City Hall including all Administrative offices and Council Chambers, Police Department, Fire Department Administration, City Attorney and 911 call center, City Courts and City Engineering Department. *The City Public Works facility and Parks Departments will not be included in this assessment.*

The successful Offeror will analyze the operations of five (5) individual City facilities, for both current function and over the next 20-30 years, to understand the space required to conduct the same operations but at potentially larger scale and certainly with greater efficiency. Determining the necessary space per job class will be critical.

The study recommendations will address facility space needs of each city department for: accessible patron usage of all City departments, security and safety, efficient delivery of services and efficient staff work space.

Focus group meetings may consist of city staff, department heads, an appointed Citizens Advisory Committee, elected officials and community leaders if necessary.

The City views the consultants' role in this project as helping the City Manager, affected department heads and other decision-makers look at city services, city service delivery, and city facilities with "new" eyes. The "outside" eyes supplied by the consultant are important in that they will be gathering and organizing a large quantity of information and offering a professional analysis and professional opinions of what they see in the existing city services and facilities. It is important that planning for these facilities be as thorough and comprehensive as possible with the first step focused on determining city service space needs in current locations or if they decide to re-locate to another location..

The credible and well-documented information will become the foundation for those who are responsible for providing public service in the Kingman area to better determine if the current facilities will provide sufficient space and access for staff to function in the delivery of outstanding services for years to come. It will also serve as a starting point for subsequent meetings with the project architect(s), engineer(s) and city officials should the City decide to relocate and/or expand.

SCOPE OF WORK

City of Kingman seeks to have the following issues evaluated and assessed so that clearly defined recommendations may be made:

1. Examine the City of Kingman's existing facilities located at:
 - City Hall, 310 N. Fourth Street, Kingman, AZ 86401, which the upper level currently houses City Administration/City Clerk, Finance/Water Department, Council Chambers and Law Library. The lower level houses Human Resources/Risk Mgmt., Information Technologies and Development Services. Currently 43 employees.
 - Engineering Department, 220 N. Fourth Street, Kingman, AZ 86401. Currently 15 employees.
 - City Court, 219 N. Fourth Street, Kingman, AZ 86401. Currently 10 employees.
 - Fire Department Administration, 412 Oak Street, Kingman, AZ 86401. Currently 13 employees.
 - City Attorney and 911 call Center, 429 Beale Street, Kingman, AZ 86401. Currently 22 employees.
2. Clarify the scope of facilities-based assessments, such as whether security and ADA needs will be studied or customer comfort surveys will be performed.
3. Analyze and identify solutions for staff and customer parking as well as Public Safety personnel emergency egress.
4. Recommend establishing prioritized function for each department to identify the best possible customer service delivery.
5. Clarify whether study recommendations will include cost models for use in planning and budget programming.
6. The consultant is expected to work with the City of Kingman staff to review and analyze current facilities (NOT structural, mechanical or electrical assessment) to determine future space needs to provide high-level service to the community.
7. The consultant will be expected to gather data that already exists in printed form or online (demographic, economic, finances, resources, services; memos and reports from recent planning activities; building plans and any previous building programs; other information sources deemed essential to the process); schedule visits to the current City facilities, conduct meetings and interviews with department heads(s), key staff members and appropriate City officials; meet with all City stakeholders for purpose of identifying, ranking, and weighting key evaluation criteria and thresholds for evaluation, conduct additional meetings with appropriate groups as suggested by City administration; and conduct possible Focus Groups to obtain feedback on recommendations.
8. The consultant will review current and future areas of public services and make recommendations regarding facility space needs for:
 - Delivery of all public services.
 - Access to public.
 - Safety and security during delivery of services.
 - Staff function and efficiency

- Public meeting room(s), Council Chambers & conference rooms
- Information Technology services
- Staff offices and workspace
- Staff break room
- Public restrooms
- Display and public information areas
- Copy, fax, printing, & scanning areas
- Consideration of possible future services to be determined

9. Assess growth projections by geographic location over the next twenty-five (25) years based on 5-year increments. The consultant selected for this project will engage in a thorough assessment of the current city staff and public usage patterns. In taking a long-range view of the future, the consultant will determine projected changes in demographics and in the manner in which public services are or may be provided. The consultant will identify and make recommendations regarding:

- Public service areas defined by current and projected demographic profiles;
- Public access via transportation corridors and traffic patterns;
- Constituent(s) needs and expectations;
- Current and future technological advances that impact delivery of public service to constituent(s);

10. Consultant will provide a PROPOSED TIME LINE to complete the project.

Recommendations, based on this Study’s findings, should be assigned a “priority” classification such as:

- Rating #1 = Immediate Need
- Rating #2 = Should be implemented within 3-6 months
- Rating #3 = Should be implemented within 6-12 months

PROJECT INFORMATION FOR REVIEW

The following information is available on request or it may be reviewed at the City Clerk’s office (City of Kingman disclaims any responsibility for the accuracy or inaccuracy of the information contained therein and it shall be the responsibility of the consultant to verify the same before relying upon the information):

- City Department locations and hours of operation.
- Current facility floor plans if available.
- Facts and history
- 2000 & 2010 Census City populations
- Contact list of key City personnel
- Previous planning and assessment documents and drawings pertaining to the City of Kingman operations.

NEEDS ASSESSMENT DOCUMENTATION

All calculations, notes, and documents produced by the Consultant while performing under this contract shall be presented to and shall become property of the City.

TIME OF PERFORMANCE

In consideration of the services to be provided under this contract, the selected consultant shall be given sixty (60) consecutive calendar days from the date of official Notice to Proceed (NTP) to complete all services described herein.

INSTRUCTIONS TO OFFERORS

1. **SUBMITTAL FORMAT:** Original and 5 copies (6 TOTAL) of each submittal should be submitted on the form(s) and in the format specified in the RFP. The original copy of the submittal should be clearly labeled "Original" and shall be unbound and single-sided. The material should be in sequence and related to the RFP. The sections of the submittal should be tabbed, clearly identifiable. The City will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the offeror's submittal.

2. **PREPARATION OF SUBMITTAL:**

- A. All proposals shall be on the form(s) provided in this RFP package. It is permissible to copy these form(s) as required. Facsimiles shall not be considered.
- B. The offer and acceptance page shall be submitted with an original ink signature by the person authorized to sign the submittal.
- C. Erasures, interlineations, or other modifications in the proposal shall be initialed in original ink by the authorized person signing the vendor offer.
- D. Periods of time, stated as a number of days, shall be in calendar days.
- E. It is the responsibility of all offerors to examine the entire RFP package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a submittal confers no right of withdrawal after due time and date.

3. **WHERE TO SEND SUBMITTALS:** In order to be considered, the offeror must complete and send their submittal to the City Clerk at the location indicated on the Notice Page. The submittal must be received by no later than the specified opening date and time (August 12, 2016, 5 PM MST) The offeror's submittal shall be presented in a sealed envelope with the OFFEROR'S NAME and RETURN ADDRESS written on the envelope. The words "SEALED SUBMITTAL" with "CITY OF KINGMAN SPACE NEEDS" shall be written on the envelope.

4. **OFFER AND ACCEPTANCE PERIOD:** In order to allow for an adequate evaluation, the City requires an offer in response to this solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.

5. **INQUIRIES:** Any question related to this solicitation shall be directed to the Grant Administrator whose name appears on the front side of this document. The offeror shall not contact or ask questions of the department for whom the requirement is being procured. Questions should be submitted in writing when time permits. The Grant Administrator may require any and all questions to be submitted in writing at the City's sole discretion. Any correspondence related to a solicitation should refer to the appropriate Solicitation number, page and paragraph number. However, the offeror must not place the number on the outside of an envelope containing questions since such an envelope may be identified as a sealed submittal and may not be opened until after the official submittal due time and date. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written solicitation amendment will be binding.

6. **REQUEST FOR ADDITIONAL INFORMATION:** The City reserves the right to request additional information from Offerors for the purpose of explaining the contents of a submittal. Any such request shall be for informational purposes only.

7. **CONTRACT NEGOTIATIONS:** At the completion of the evaluation process, the City may enter into negotiations with the top ranked Offeror to determine fees, and to negotiate any other portion of the Contract deemed by the City to be necessary. In the event that the City is not able to negotiate successfully with the top ranked Offeror, the City shall cease negotiations with that Offeror and either commences negotiations with the next ranked Offeror or may choose to cancel the solicitation in its entirety. In the event that the City is not able to negotiate successfully with the next ranked Offeror, the City shall cease negotiations with that Offeror and either commences negotiations with the third ranked Offeror or may choose to cancel the solicitation in its entirety. Award shall be made to the Offeror whose submittal and subsequent negotiation is most advantageous to the City.

8. **AWARD OF CONTRACT:** Notwithstanding any other provision of the solicitation, the City reserves the right to:
 - (1) waive any immaterial defect or informality; or
 - (2) reject any or all offers, or portions thereof; or
 - (3) reissue the solicitation.

A response to this solicitation is an offer to enter into negotiations and contract with the City based upon the terms, conditions, and specifications contained in the City's solicitation. Submittals do not become contracts unless and until they are executed by the City Council. All of the terms and conditions of the solicitation shall be incorporated in the Contract, unless any of the terms and conditions are modified by a solicitation

amendment, a contract amendment, or by mutually agreed terms and conditions in the final contract documents.

9. **FAMILIARIZATION OF SCOPE OF WORK:** Before signing a contract, each Offeror shall familiarize itself with the Scope of Work, laws, regulations and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the solicitation and contract and otherwise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a Contract will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the Contract, for lack of such familiarization.

10. **LATE SUBMITTALS:** Late submittals shall not be considered. Kingman is considered a "rural" area by many express delivery carriers and thus, they do not guarantee priority delivery (next day). Offerors are encouraged to keep this in mind when arranging delivery of their submittals and are advised herein that late submittals shall be rejected and returned to the firm regardless of reason for being late.

11. **WITHDRAWAL OF SUBMITTAL:** At any time prior to a specified solicitation due time and date an offeror (or designated representative) may withdraw the proposal by submitting a written request stating the reason for withdrawal.

12. **AMENDMENT OF SOLICITATION:** The Offeror shall acknowledge receipt of a solicitation amendment by signing and returning the document by the specified due time and date.

13. **SUBMITTAL:** The offer and any solicitation amendments must be signed and returned with the offeror's submittal.

14. **CONFIDENTIAL INFORMATION:** If a person believes that any portion of a submittal, offer, specification, protest, or correspondence contains information that should be withheld, then the Grant Administrator should be so advised in writing. The City shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision.

15. **SUBCONSULTANTS:** Offeror must list any subconsultants to be utilized in performance of services herein. For each subconsultants, detail on respective qualifications must be included. The City highly recommends a Historic Preservationist for subconsultants consideration.

16. **UPON NOTICE OF INTENT TO AWARD:** The apparent successful offeror shall sign and file with the City, within ten (10) days after Notice of Intent to Award, all documents necessary to the successful execution of the contract.

17. EXCEPTIONS TO CONTRACT PROVISIONS: A response to any RFP is an offer to contract with the City based upon the contract provisions contained in the City's RFP, including but not limited to, the specifications, scope of services and any terms and conditions. Offerors who wish to propose modifications to the contract provisions must clearly identify the proposed deviations and any proposed substitute language. However, the provisions of the RFP cannot be modified without the express written approval of the Grant Administrator or his designee. If a proposal or offer is returned with modifications to the contract provisions that are not expressly approved in writing by the Grant Administrator or his designee, the contract provisions contained in the City's RFP shall prevail.

18. SUBMITTAL RESULTS: Results are not provided in response to telephone inquiries. A tabulation of submittals received is on file in the City Clerk's Office and shall be available for review after final contract award.

19. VENDOR APPLICATION: Prior to the award of a contract, the successful offeror shall have a completed vendor application on file with the City Clerk's Office. The Vendor Application can be downloaded off of the City's website. Public access to the Internet is available at all public libraries.

20. EVALUATION REQUIREMENTS: The evaluation will be conducted in accordance with the following plan:

A. Screening Phase: The criteria for selecting firms under a one-step process, and for screening firms in the two-step process:

- Qualifications of the Firm
- Firm Experience on Similar Projects
- Experience and Qualifications of Team (including project manager and project engineer)
- Available Resources to Complete Services (including evaluation of organizational chart)
- Other Considerations, as determined by the City (as detailed in the Uniform Consultant Questionnaire)
- Past Performance

Past Performance shall be scored by the Selection Committee based upon all information from City Departments, Project Managers, outside agencies, and references provided by the consultant.

Points shall be assigned according to the above listed criteria. The firms will then be ranked and the City may enter into negotiations with the top-ranked firm. For a two-step solicitation, the top-ranked firms will be invited to participate in the interview process.

B. Interview Phase: For those solicitations that will be a two-step evaluation process, the interview criteria will be established by the City and provided to the short-listed firms upon notification of their advancement to the second step.

The City reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any party submitting a proposal.

21. INSTRUCTIONS FOR SUBMITTAL: All submittals shall include any and all form(s) provided in this solicitation package. It is permissible to copy these forms as required. Facsimiles or mailgrams shall not be considered. The offer form shall be submitted with an original ink signature by the person authorized to sign the submittal. Erasures, interlineations, or other modifications in the submittal shall be initialed in original ink by the authorized person signing the Consultant offer. Periods of time, stated as a number of days, shall be in consecutive calendar days. It is the responsibility of all offerors to examine the entire solicitation package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before sending in a submittal. Negligence in preparing a submittal confers no right of withdrawal after due date and time.

Submittal for the projects shall be limited to the items listed below. Firms are advised to follow guidelines and submit only the requested information. A page is one side of an 8.5" x 11" sheet (minimum font size is 11).

A. COVER LETTER expressing interest in available projects. The cover letter shall also identify a single individual as point of contact for any future correspondence. (Suggested 2 page maximum)

B. UNIFORM QUESTIONNAIRE (Items 1 through 6) It is preferred the answers to questions 1 through 6 be limited to ten (10) pages including graphs, charts, schedules, and any other associated material, but excluding resumes.

OFFER FORM TO CITY OF KINGMAN:

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of services, conditions, specifications, and amendments in the Request for Proposal.

For clarification of this offer, contact:

Name: _____

Company Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ FAX: _____

E-mail: _____

Website (if applicable) _____

Signature of Person Authorized to Sign

Printed Name

Title

ACCEPTANCE OF OFFER:

The offer is hereby accepted.

The Consultant is now bound to provide the materials or services listed in this RFP , including all terms, conditions, specifications, amendments, etc., and the Consultant's Offer as accepted by City/public entity.

The Consultant has been cautioned not to commence any billable work or to provide any material or service under this contract until Consultant receives this signed sheet, or written notice to proceed.

Awarded this _____ day of _____, 2016

AUTHORIZED SIGNATURE