

OWNER'S REPRESENTATIVE/PROGRAM MANAGEMENT SERVICES FOR BEAUMONT POLICE STATION

SCOPE OF SERVICES:

Purpose:

The City of Beaumont is a general law city incorporated in 1912, currently service a population of approximately 55, 000 residents and located in Western Riverside County. The anticipated population at build out is approximately 80,000. The City operates under a council-manager form of government which consists of a Mayor, Mayor Pro Tem, three Council Members and the City Manager. Council Members are elected by the people and serve at-large. The positions of Mayor and Mayor Pro-Tem are rotated among the elected Council Members. The City Clerk and City Treasurer are elected positions, each for a four-year term.

The City's established Police Department has significantly increased the number of personnel serving the community in all departments since the early 2000s when Beaumont was the fastest growing city in the State of California for multiple years. The Police Department operations are currently located in downtown with a sub-station on the east end of the city. The current space is not adequate to support law enforcement operations long-term. As such, the City is seeking to create a long-term facilities development strategy to support police operations now and into the future.

Project Summary:

The City of Beaumont ("City") is seeking proposals from experienced parties qualified to provide Owner's Representation / Program Management Services for a capital building project including a new Police Station (the "Project"). The City desires to retain Owner's Representative / Program Management Services (the "Proposer") to gain the benefit of experience and expertise in program management, project delivery, design, permitting, engineering, environmental, project funding review, and construction / value engineering support services for capital building projects, as well as augmentation of the City's staff to deliver the Project. The Proposer is asked to formulate strategies collaboratively with the City on how to deliver the Project and their components, and then implement these delivery strategies. The proposer will also be asked to work in coordination with the financial advisory firm engaged to develop the financing plan for the Project and identify grant funding opportunities. The City is considering design-build, lease-lease back, and design-bid-build delivery options for the Project with Owner's Representative / Program Manager oversight provided through project completion. By incorporating innovative design solutions, the City intends to develop energy-and operationally-efficient spaces that create a sense of place and provide for a people-centric environment that fosters collaboration and communication amongst employees, elected officials, and with the community they serve.

Proposer will work with City staff and all associated consultants in financing, planning, designing, and constructing the:

1. Police Station (approx. 52,000 square feet including an emergency operations center and public safety answering point/dispatch center) located on an undeveloped parcel of land at Potrero Blvd. and Olivewood Way. (adjacent to Fire Station 106, APN No. 414-120-042).

Operational space needs assessments and conceptual site plans for the future Police Station have been developed for the building and parking components needed and are attached to this request for proposal (RFP) under Exhibit __.

Scope of Work:

The City will evaluate Proposers' experience, team, approach, and references delivering similar capital (Civic) building projects for local government agencies. Responses to this RFP are sought from Proposers with the ability to perform all requisite services related to managing the Projects through planning, design, and construction including but not limited to:

- Project delivery and organization strategy, development, and implementation.
- Identification and evaluation of Project delivery strategies
- Environmental strategy development, implementation, and monitoring through all Project phases.
- Review and provide recommendations for funding options for each building.
- Design reviews and various analysis, assessments, evaluations, and other such input as requested by City.
- Project Management for planning, design, and construction phases.
- Preparation/review of requests for qualifications (RFQs) and requests for proposals (RFPs) related to the Projects (e.g., design consultant(s), construction manager(s), developer(s)).
- Evaluation and selection of design and construction teams including participation in interviews and bidders conference(s).
- Review of all contract documents related to the Projects.
- Analyze Project plans and specifications for possible errors, deficiencies, or potential problems and recommend sound engineering corrections/solutions to the City.
- Identify design/construction alternatives that may be employed to reduce Project duration and costs and minimize conflicts between the proposed improvements and existing site improvements and utilities.
- Coordination and management of other consultants associated with Projects under contract to the City. Technical and management staff support.
- Coordination with regulatory agencies.
- Other services as needed for Projects.

Selection Process:

All proposals will be reviewed by a Selection Committee. The various selection criteria are summarized below. The City's final selection will not be dictated on any single factor including price. A firm may be eliminated from consideration for failure to comply with any of the requirements of this RFP, depending upon the critical nature of such requirements. Proposals will be evaluated on the criteria specified below:

1. Project Understanding (20%)

The proposed staff and subconsultant adequately demonstrates an understanding of the Project Scope, familiarity with the project area, required standards, and procedures. Proposal response:

- a. Conveys an understanding of the intent of the Project and an understanding of the City's expectations of the proposed firm upon implementation of the Project.
- b. Identifies "key" or "critical" issues that may be encountered on the Project based on

the firm's prior experiences; provide steps to be taken to ensure the issues do not affect the successful delivery of the Project.

2. Project Approach (25%)

Proposed approach to the Project including the expected time commitment of key personnel, technical approach to the Project, and the emphasis placed on individual elements to successfully deliver the Project.

- a. Proposal response includes a detailed technical scope of work identifying all tasks and sub-tasks required to successfully complete the work. The outline of tasks and sub-tasks must be thorough and complete and will be used as the scope of work included in the selected firm's contract.

3. Proposed Staffing Plan and Qualifications (35%)

Qualifications of the staff and subconsultant assigned to manage and provide services related to the Project, experience with similar projects. Evaluation of proposed staff role on past projects and competence in the services to be provided. At a minimum, Proposal response includes:

- a. List the name and qualifications of the Project Manager that will be assigned to the Project.
- b. Identifies the projects the Project Manager and key staff members.
- c. Identifies how many years the Project Manager has been currently employed with the Consultant's firm.
- d. Identifies how the Project Manager can or will have sufficient time to devote to the project.

4. Firm Qualifications (15%)

Financial strength and stability of the firm and the sub consultants, adequacy of labor commitment and augment resources, favorable references of recent successful completion of similar projects, and historical positive relationships with the City on past projects.

For the primary individual/firms and all sub-consultants, provide reference information and brief project descriptions for at least three (3) current clients. Reference projects should have been completed within the last ten (10) years and similar in nature to those described in this RFP, including at least one (1) essential services facility with an emergency operations center and public safety answering point/dispatch center. Please include the following information:

- a. Name of client;
- b. Name and title of client's primary contact;
- c. Telephone number, fax number, email address, and mailing address of the client's primary contact; and
- d. A brief description of the types of services provided, the overall scope of the project, duration of the project and the status of the project.

The City reserves the right to contact any or all the listed references regarding the services performed by the Proposer.

5. Proposal Submission (5%)

Quality of proposal and conformance with RFP guidelines and requirement

Attachments & Exhibits:

Attachment A: Cost Proposal & Acceptance of Proposed Contract/Agreement (See attached documents to the PDF) **(Must be completed and returned with accompanying proposal as a Separate Attachment (Cost Proposal)).**

Cost Proposal & Acceptance of Proposed Professional Services Agreement:

Provide a proposed schedule of total fees for all components of the scope that you are submitting a proposal for and a listing of other estimated direct costs. Include a breakdown by project phase, personnel classification, and hourly rate. The fees must include all reimbursable expenses to successfully complete the project.

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