



Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

To: Architectural & Engineering Services

From: Chief Aaron L. Olson [ALO](#)

Date: 8/17/2021

Re: Request for Qualifications for Architectural & Engineering Services

GENERAL INFORMATION

The City of Neenah is a municipality with a population of approximately 27,000 residents and is led by a mayor and nine alderpersons.

The Neenah Police Department building is 28 years old and is located at 2111 Marathon Avenue, Neenah, Wisconsin. Neenah Police Department staff consists of 62 full-time and part-time personnel, which includes 41 sworn officers, 13 civilian personnel (11 full-time and 2 part-time), and 8 community service aides. Emergency calls are dispatched through the Winnebago County Dispatch Center.

PROJECT SCOPE

The City seeks the services of a qualified architectural firm with experience in police facility planning and design, or similar municipal facilities, for the architectural and engineering services for the Police Department Expansion Project. The expansion will be between 13,000 and 20,000 square feet, which will contain the following:

- Indoor range
- Indoor garage
- Fitness room
- Defense and Arrest Tactics room
- Armory/weapons cleaning room
- Training room (including kitchenette)
- Restrooms
- Vestibule
- Storage rooms
- Exterior storage rooms

The selected firm will work closely with the Neenah Police Department in providing site planning, continued space programming, and verification and design services for the proposed expansion to the existing building.

It is the City of Neenah's intent to minimize cost and maintain functionality in conjunction with the requirements of state and local law enforcement regulations and best practices.

CALENDAR OF EVENTS

Target Date	Event
August 17, 2021	Request for Qualification (RFQ) posted to City website
September 6, 2021	Statement of Qualifications due
September 13, 2021	Mandatory walkthrough
September 15, 2021	Questions due
September 22, 2021	Submittals due to City
September 27, 2021	Completed staff reviews of submittals
September 30, 2021	Consultant interviews with short-listed firms
October 12, 2021	Staff recommendation of firm sent to Public Services and Safety Committee
October 20, 2021	City Council approval

RESPONSE INSTRUCTIONS

The Statement of Qualifications shall be submitted electronically on or before September 6, 2021 at 4:30 PM CST, after which time additional submittals will not be accepted. Any statement received after this date and time will be refused. Submit qualification statements electronically to:

Aaron L. Olson
 Chief of Police
 Neenah Police Department
 2111 Marathon Avenue
 Neenah, WI 54956
aolson@ci.neenah.wi.us

The subject of the email shall be, "Architectural Services for the Neenah Police Department Renovation Project." Maximum allowable file size for the City's email server is 5 MB. If files exceed this threshold, submittals using a link to the file on a file sharing service are acceptable.

PROPOSAL FORMAT

Overview of Required Sections

- Cover Letter
- Table of Contents
 - A. Firm Overview
 - B. Project Team
 - C. Project Experience
 - D. Project Approach
 - E. References
 - F. Additional Information

Cover Letter

The cover letter should contain the name of the proposing vendor, the address of the proposer, and the contact individual(s) authorized to answer technical and contract questions.

Table of Contents

The contents of the proposal shall be included in an index at the beginning of the submission and should include all contents listed below.

Firm Overview

Please provide a firm overview that includes firm history and background.

Include details of firm's financial strength (years in service, staff count, statement attesting to financial condition of the firm).

Also include background and understanding of Wisconsin Law Enforcement Accreditation Group (WILEAG) standards as it pertains to police facilities and operations.

Project Team

Describe the organization of the staff team that would service the contract. Indicate which services will be provided in-house by the proposer and which services will be provided by consultants.

Provide detailed resumes for members of the proposed team. Include name, title, educational background, licenses and affiliations, and relevant experience of each team member.

Project Experience

Provide an overview of the firm's experience with police station design, highlighting renovation projects similar in size and scope to the Neenah Police Department project. Include project size, completion date, and project costs. A minimum of five (5) police station renovation projects should be included, or equivalent projects.

Project Approach

Please provide an overview of the proposer's approach to a police renovation project and how you will approach working with the Neenah Police Department and the City of Neenah.

Please also provide a project understanding that outlines your understanding of the City's needs related to the police station renovation, as well as a work plan that details phases and tasks for the project.

Please also include an estimated timeline for the project based on the scope of work. Provide any recommended changes to the schedule that you believe will benefit the Neenah Police Department renovation project.

References

Provide a list of client references that the proposer has served or is currently serving. Client references should be provided for public safety projects similar in scope to the Neenah Police Department project. Provide no less than three (3) references. Provide a contact person, telephone number, and email address for each reference.

Additional Information

Please include any additional information you believe would be helpful for the City of Neenah in evaluating the submittals. Please limit this section to no more than 10 pages.

SELECTION CRITERIA

The Architect must meet the following minimum qualifications:

1. The Architect must be a licensed architect in the State of Wisconsin.
2. The Architect must have experience with designing/renovating police departments.
3. The Architect must demonstrate financial viability.
4. The Architect must have a proven track record of client satisfaction.
5. The Architect must have personnel whose skills and work traits are compatible with this police facility design.
6. The Architect must have sufficient staff to assure timely project completion.
7. The Architect must have demonstrated an understanding of Wisconsin Law Enforcement Accreditation Group (WILEAG) standards as it pertains to police facilities and operations.
8. The Architect's project manager must be experienced in police department renovations and must be familiar with municipal construction and the municipal bidding process, as well as have familiarity with all applicable federal and state laws.
9. Quality and experience of staff proposed for this project by the firm.
10. Understanding of the Neenah Police Department's current and future needs.
11. Demonstrated experience in assisting governmental entities with this type of project.

SELECTION PROCESS AND BASIS OF AWARD

The City of Neenah reserves the right to waive any informality or technical error and to accept the firm deemed by the City to be in its best interests. The City will conduct oral interviews with several firms as part of its decision-making process.

AWARD OF CONTRACT

The City of Neenah reserves the right to negotiate or reject any and all proposals. Proposals will be evaluated using the following criteria: (1) experience in providing the requested services, and (2) completeness of the proposals with respect to the submission of requested information and documentation, and (3) experience in providing design for law enforcement facilities.

The City of Neenah reserves the right to request additional technical information during the evaluation period.

TERMS AND CONDITIONS

Any contract or agreement resulting from the acceptance of this Request for Qualifications by the City of Neenah shall be on forms either supplied or approved by the City Attorney, and shall contain, at a minimum, applicable provisions of this Request for Qualifications. The City of Neenah reserves the right to reject any agreement that does not conform to this Request for Qualifications and any City of Neenah requirements for agreements and contracts.

If, through any cause, the firm fails to fulfill any of the obligations agreed to in a timely and proper manner, the City of Neenah shall have the right to terminate the contract by notifying the firm in writing of such termination at least 15 calendar days in advance of such termination.

The City of Neenah shall not be liable for any expenses incurred by the candidate including, but not limited to, expenses associated with the preparation of the statement, attendance at interviews, preparation of a cost statement, or final contract negotiations.

All responses to this RFQ will become the property of the City of Neenah. Reasonable precautions will be taken to ensure the confidentiality of the material. Each respondent shall denote and clearly indicate any proprietary information that is submitted as part of their statement. The successful statement will become public information after selection.

The City of Neenah reserves the right to reject any and all Statements of Qualifications and to request clarification of information submitted and request additional information as needed.

The term of the agreement shall be determined by the City of Neenah.