

# REQUEST FOR QUALIFICATIONS

## SITE ASSESSMENT PLAN FOR POLICE & MUNICIPAL COURT FOR BEE CAVE, TEXAS

### A. NATURE OF REQUEST:

The City of Bee Cave invites qualified architectural firms experienced in providing comprehensive site assessment and master planning services to submit proposals for consideration to provide a site assessment for the police department and municipal court. Due to the complexity of public safety and court operations, experience in planning in this type of facility is an essential criterion for selection. As part of the proposal, architectural firms are asked to submit statements of qualifications, experience in public safety or local government planning, including references of other local government projects that have involved their respective firms.

### B. BACKGROUND:

The City of Bee Cave desires a new facility for police and possibly municipal court operations. The exact timetable for construction has not yet been determined pending the outcome of the needs assessment study. The police operations will include a property room for evidence storage, records retention area, one holding cell for short-term temporary detention of arrestee's, physical training area, interrogation rooms, emergency operations center for localized disaster control, training classroom and briefing rooms, men's and women's locker rooms, offices for administrative use, conference and meeting rooms to accommodate various sized groups, a public community room, undercover vehicle storage, sufficient on site secure parking, and other areas as necessary. Currently, the City of Bee Cave Police Department employs 19 sworn and one non-sworn personnel.

Municipal Court currently has three court days per month, is open to the public Monday – Friday during normal business hours, and shares a court room with Bee Cave city council room. A court room with capacity of approximately 50 people, providing seating for defendants and visitors, safety features for all present, conference room for jury, office space for judge and prosecutor. The court room can be a shared training or meeting room for use by the police department or other city departments.

Money has been appropriated in the current budget for the site assessment.

The City of Bee Cave population is estimated at approximately 7,500. The City population growth estimates reflect proposed populations increase in Bee Cave, by the year 2020, reaching in excess of 12,000 people. A new public safety facility will be required to handle the department's anticipated growth needs well into the future.

#### **Police Building Background:**

The current facility housing the Police Department was built in 1998. This 8,000 square foot facility contains 19 sworn staff and 20 total staff. Deficiencies at the existing facility include:

1. Holding cell
2. Physical training area
3. Locker room and shower area
4. Restrooms are shared with the public
5. Conference or meeting rooms
6. Storage area for flammable or similar evidence or property
7. Emergency operations area

The current municipal court is housed inside Bee Cave City Hall and utilizes the city council chambers for a court room. Conference room and break room located in city hall are also used by the court. Court clerks are located off the main lobby of city hall.

**C. DESIRED SCOPE OF SERVICES:**

The goal of this study is to provide a site analysis and approximate construction costs for each site. The object of this study is to assist in determining the options and positive and negatives for the City of Bee Cave with regards to each city owned site. Site analysis will include both developed and undeveloped options including budgets for each.

**D. SERVICES SOUGHT:**

- I. The facility needs assessment study will consist of the following:
  - A. Study the routine operations as required in order to achieve a thorough understanding of the operations of **the respective departments**.
  - B. Identify and determine, for each operational element, a set of specific space needs for both current and long-term projected (20 years) operations.
  - C. Determine the interaction/adjacency priorities of the operational elements, in particular the possibility of current police facility being used as Bee Cave Municipal Court.
  - D. Determine site needs, including assistance in identifying and analyzing potential sites and the future parking requirements after initial occupancy.
  - E. Develop and personally present copies of the study report.
- II. The City reserves the right to expand the original scope of work to include the preparation of plans and specifications for the construction of this facility and other related projects.

**E. SELECTION PROCESS:**

The City will accept proposals through **5 p.m. Thursday, February 1, 2018**. A selection committee will review proposals. After review of proposals and prior to final ranking, the committee may, at its discretion, select a firm or conduct interviews with the short listed firm(s). The Committee's decision will be submitted to the City Council for consideration. The City Council's decision on the recommended firms are ratified by resolution and will include instruction to staff to begin contract negotiations with the "top" ranked firm.

**F. CRITERIA FOR EVALUATION SHALL INCLUDE:**

- Demonstrated experience in providing services required for public safety or local government projects of similar size and scope to our anticipated project.
- Quality of information based on completeness, relevance, conciseness and organization of materials.
- Qualifications of team members to lead project effort.
- Demonstrated ability to accurately develop needs and project budgets.
- Responses of references.

- Creativity in developing unique design solutions in public safety or local government projects.

#### **G. CONTENT OF PROPOSAL:**

Proposals should be formatted to 8.5" x 11" pages and contents bound in 3-ring loose-leaf binders. Contents shall include but not be limited to the following information.

1. Name, address, telephone number of your firm and email of primary contact.
2. Type of organization (i.e. individual, partnership, corporation, joint venture, etc.) and year established.
3. Principles of firm.
4. Person in charge of proposed study, design of the facility, and diagram of proposed organizational structure.
5. Name, function and qualifications (resumes) of personnel in your organization who will be involved in this study.
6. Project approach to accomplish stated scope of services.
7. Proposed timeline for task completion.
8. References for at least three public safety or local government past or current clients.
9. Recent projects best illustrating current qualifications for this study, including contact persons.
10. Any other information you feel is appropriate to assist in architect selection.

#### **H. SUBMITTAL OF PROPOSALS:**

Interested firms should submit six (6) copies of their statement of qualifications **by 5:00 p.m. on Thursday, February 1, 2018**. The front of the envelope should clearly show firm contact information and labeled with "SEALED PROPOSAL: **SITE ASSESSMENT FOR PUBLIC SAFETY & MUNICIPAL COURT BUILDING**".

4000 Galleria Parkway  
Kaylynn Holloway  
City Secretary  
512-767-6641

#### **I. CONTACT INFORMATION:**

Questions may be addressed via email or fax to the contact below. No questions will be addressed past three business days prior to submittal deadline.

Gary Miller  
Chief of Police  
gmiller@beecavetexas.gov  
Fax – 512-263-4284