



**CITY OF CRESCENT CITY  
REQUEST FOR QUALIFICATIONS (RFQ)**

**POLICE DEPARTMENT FACILITY STUDY  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

Release Date: October 4, 2016  
Closing Date: November 4, 2016 at 4:00 p.m. PST  
RFQ Number: CDBG 2016-1

Contact Person: Bridget Lacey, Accountant  
City of Crescent City  
377 J Street  
Crescent City, CA 95531  
(707) 464-7483 ext. 227  
[blacey@creascentcity.org](mailto:blacey@creascentcity.org)

All proposals to be received by 4:00 p.m. PST on November 4, 2016 at the address listed above, by mail, in person, or by email.

The City will not be responsible for late or lost proposals, or accept proposals that fail to be delivered to the specified physical or email address by the specified date and time.

## **REQUEST FOR QUALIFICATION (RFQ)**

### **POLICE DEPARTMENT FACILITY STUDY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

#### INTRODUCTION

The City of Crescent City has applied for funding through the Community Development Block Grant Program (CDBG) to conduct a study of the current Police Facilities and will release contract if awarded funding from the CDBG program. The City has identified the serious inadequacies at the current police department related to the building, facilities, and required structures to ensure department staff and citizen safety in order to perform the duties necessary to serve the City's residents. The City intends to apply for funding to design and implement the construction of the project once the study is complete. The Study is required for the City to take the next steps in funding the project.

#### SCOPE OF WORK

The Study will evaluate the facility and provide the following:

1. Review and analyze the current building's spacial and structural needs
2. Determine the needs of the Police Department staff, and outline spacial demands required to meet the code regarding police departments
3. Assess the spacial needs of the Police department through interviews and onsite meetings
4. Development of design for the spacial need identified
5. Assess the current lot/locations for the structure and determine if the lot provides adequate space to meet the identified spacial needs
6. Develop alternatives
7. Evaluate environmental issues (if applicable) that may impede the success of the project
8. Develop a preliminary design for the determined site and include all elements required to meet both the spacial needs established, and all code requirements. The code requirements should specifically address Public Safety, ADA, Seismic Retrofit, and any other applicable building codes.
9. Prepare preliminary cost estimates.

The report must be provided in a final report format and will be presented to the City Council.

#### REGISTRATION

If you intend to respond with a proposal, please register your intent by emailing Bridget Lacey, Accountant at [blacey@crestcentcity.org](mailto:blacey@crestcentcity.org).

Provide the following in your registration email:

Firm Name

Contact Name

Email Address

Phone Number

City of Crescent City  
Request for Qualification  
CDBG Planning and Technical Assistance Activity

Address  
Website (if applicable)

Doing so will ensure you receive any schedule updates or addendums to this RFQ.

QUESTIONS REGARDING THIS RFQ

Questions regarding this Request for Proposals may be submitted in writing at any time prior to October 19, 2016 at 5:00 p.m. PST. Only written questions will be accepted. Written questions should be submitted to [blacey@crecentcity.org](mailto:blacey@crecentcity.org).

All questions and answers will be issued in the form of an addendum posted on the City's website and issued to all known recipients who have provided registration by October 26, 2016.

ANTICIPATED SCHEDULE

This schedule is subject to change at the discretion of the City. The City will provide sufficient notice to consultants in the event of schedule changes.

<b>Activity/Milestone</b>	<b>Date</b>
1. RFQ issued	October 4, 2016
2. Deadline to submit written questions	October 19, 2016
3. Responses to questions	October 26, 2016
4. Proposal submittal deadline	November 4, 2016 at 4:00 p.m. PST
5. Interviews (if conducted)	November 11, 2016
6. Contract before City Council	November 21, 2016
7. Work to commence	November 28, 2016

PROPOSAL SUBMISSION

1. Proposals may be submitted by mail or in person to

City of Crescent City  
377 J Street  
Crescent City, CA 95531  
Attn: Bridget Lacey, Accountant

or by email to [blacey@crecentcity.org](mailto:blacey@crecentcity.org)

2. If a hard copy of the proposal is submitted, it must be in a sealed envelope or package, clearly marked with the RFQ number and consultant's name.
3. If proposal is submitted by email, it must be in PDF format only.

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4. Proposals must be received at the physical address or email address listed above no later than 4:00 p.m. PST, November 4, 2016. Late submittals will not be accepted. The City is not responsible for lost proposals or proposals delivered to a person or location other than listed above.
5. All proposals and documents submitted become the property of the City of Crescent City.
6. All costs of preparing the proposal shall be borne by the proposer.

PROPOSAL FORMAT

A qualifying proposal must address all of the following in the order shown below:

1. Cover letter
  - a. Firm/entity name
  - b. Brief description of the firm/entity
  - c. Contact person, address, and telephone number
  - d. Identify any sub-consultants
2. Proposal Summary Sheet (Complete the Proposal Summary Sheet included with this RFQ)
3. Proposal
  - a. Firm information including type of organization, location of principal office(s), years in business, number of employees, professional registrations and affiliations, and other pertinent information
  - b. Names and roles of personnel who will provide services to the City
  - c. Resumes of personnel who will provide services to the City
  - d. Response to Scope of Service and planned approach to meet the needs of the City
  - e. List of similar projects completed and the contact information for at least three project references
  - f. Familiarity with codes related to construction of public safety facilities
  - g. Schedule

EVALUATION OF PROPOSALS

1. The City will evaluate all proposals received by the deadline, using the following evaluation criteria with scoring on a 100-point scale:

Criteria	Points
Experience in similar projects (completed in the last 5 years)	15
Qualifications of personnel	15
Schedule	25
Process/approach to providing services	25
References for similar projects	10
Overall proposal	10

2. Based on these criteria, a single successful consultant may be selected. If consultants are short-listed, the top-ranked consultants will be interviewed by the City. Upon completion of the interviews, the selection committee will make a final ranking of the consultants. The top-ranked consultant will then enter into contractual and fee negotiations with the City. Should the City and the top-ranked consultant not satisfactorily negotiate a contract, the City will then enter into negotiations with the 2<sup>nd</sup>, 3<sup>rd</sup>, etc. ranked consultants in order as required until a successful negotiation is reached. Upon successful negotiation, the City Council will be requested to approve the award of the contract and authorize the City Manager to execute the contract.
3. The City will exercise its discretion in selecting a consultant that, in the sole judgment of the City, best serves the interest of the City.
4. The City reserves the right to waive minor irregularities in any proposal, to reject any proposal that fails to meet the RFQ requirements in any respect, to reject all proposals for any reason, to modify and reissue the RFQ, or to cancel the RFQ.
5. Contractors on the debarred list will not be eligible.

PROTEST

Any consultant that submitted a proposal may protest another consultant’s proposal by submitting said protest and the reasons therefor to the City Manager within fifteen (15) days of the announcement of the selection committee’s choice. Protests must be based on the proposal’s lack of responsiveness or the consultant’s lack of responsibility. The City Manager will then have five (5) days to respond with a determination to affirm or deny the protest. The City Manager’s decision is final.

CDBG TERMS AND CONDITIONS

The consultant will be bound by all applicable state and federal regulations governing the CDBG program. See Attachment A.

**PROPOSAL SUMMARY SHEET**

**POLICE DEPARTMENT FACILITY STUDY  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**Proposals are due November 4, 2016 by 4pm PST**

Interested consultants should submit this form with their proposal. Provide in a separate sealed envelope.

**Cost per hour:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Name/Title (Printed):** \_\_\_\_\_

**Company/Consultant:** \_\_\_\_\_

**Company DUNS Number (Required for Federal contracts):** \_\_\_\_\_

**Tax ID No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Indicate if firm is a small business and/or a minority or woman-owned business:**

\_\_\_\_\_