



DATE: February 21, 2007

TO: Honorable Mayor and City Councilmembers

FROM: Police Department

SUBJECT: **APPROVAL TO ISSUE A REQUEST FOR PROPOSALS (RFP)
FOR A FACILITY NEEDS ASSESSMENT FOR THE OCEANSIDE
POLICE DEPARTMENT**

SYNOPSIS

Staff recommends that the City Council approve the issuance of a Request for Proposals for a Facility Needs Assessment for the Oceanside Police Department.

BACKGROUND

Since 1999, the City of Oceanside has housed its Police headquarters at the location of 3855 Mission Avenue. This site consists essentially of two converted former retail buildings and a parking lot for marked vehicles. At the time the site was planned and developed, the stated goal was that it be an interim facility for Police to occupy for a period of 10 years. At the conclusion of the 10 years, the site was to be programmed for other city uses. The Police Department currently has a staffing allocation of 304 full-time positions, and the site serves multiple law enforcement purposes as highlighted in the Request for Proposals (RFP). The Police Department also operates an evidence facility located at the City Operations Center and a firing range located at a City Water Treatment Plant. The City continues to grow and evolve and with that comes the need for increased police services. More police staff have been allocated in the upcoming budget, and additional staff will be proposed in future budgets. There is a Public Safety Center Option within the El Corazon Land Use Master Plan Project Report. The Needs Assessment resulting from this RFP process will include a detailed analysis of the current Police facilities, and projected facility and site requirements.

ANALYSIS

The use of an RFP in order to obtain bids for this type of study is an established methodology used in Oceanside and other municipalities. The City and Police Department seek, via this process, to obtain detailed, measured, factual information from an experienced qualified professional or firm. As the City continues to develop, the needs analysis of the Police Department facility will assist the City in determining the most effective course of action on a short-term and long-term basis.

The RFP requests proposals for a study that will include the following:

1. Needs analysis of the current police facilities.
2. Cost analysis of any recommended facility improvements, acquisitions, or new space and facilities.
3. Whether the El Corazon site is the most feasible location for a new facility.
4. Overview of possible funding sources for all recommendations.
5. Economic considerations.
6. Legal and procedural considerations.
7. Supporting data and statistics.
8. Consideration of the community's needs, concerns, and alternatives.
9. Statement of impact including the time impact the study would have on members of the organization and other City staff.

The RFP details the selection criteria. The City will only consider proposals of respondents who have demonstrated expertise to thoroughly perform the assessment. A copy of the RFP is included as an attachment to this staff report.

FISCAL IMPACT

The exact fiscal impact is not known at this time. The RFP process will determine the cost of the study and related expenses.

INSURANCE REQUIREMENTS

Does not apply.

COMMISSION OR COMMITTEE REPORT

The Police and Fire Commission considered and approved the recommendation to proceed with the RFP process at its regular monthly meeting on May 18, 2006. The RFP document was presented and approved by the Commission at its regular monthly meeting on January 18, 2007. The RFP document was also discussed at the January 29, 2007 El Corazon Committee Meeting. A Public Safety Option has been included in the El Corazon Master Plan and discussed at the El Corazon Committee Meetings, and included in documents discussed at an EIR Scoping meeting held September 18, 2006.

CITY ATTORNEY'S ANALYSIS

Does not apply.

RECOMMENDATION

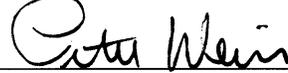
Staff recommends that the City Council approve the issuance of a Request for Proposals for a Facility Needs Assessment for the Oceanside Police Department.

PREPARED BY:



Michael J. Koziel
Senior Management Analyst

SUBMITTED BY:

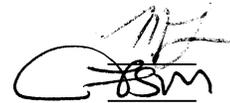


Peter A. Weiss
Interim City Manager

EXHIBITS/ATTACHMENTS

Request for Proposal

Michelle Skaggs Lawrence, Deputy City Manager
Frank McCoy, Chief of Police



1/19/07



REQUEST FOR PROPOSALS

**A Needs Assessment for the
Oceanside Police Department
(Police Facilities Study)**

CITY OF OCEANSIDE

January 31, 2007

Responses due by 2:00 p.m. March 15, 2007

Prepared by:

City of Oceanside
Police Department
300 N. Coast Highway
Oceanside, California 92054

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REQUEST FOR PROPOSALS
City of Oceanside

Police Facility Needs Assessment
Project Consulting Services
OVERVIEW

Dear Proposers:

It is the goal of the City of Oceanside to build a new police facility. The likely location for the facility would be an area of the City known as El Corazon. The station will accommodate deployment of sworn and non-sworn personnel (currently 304, but projected to increase commensurate with further development and population growth within the city). Under exploration is the possibility that this facility will be a "joint use" police station and regional fire station. The total square footage of the facility has yet to be determined. The Fire Department has commissioned a separate needs assessment to determine its specific needs. The consultant selected as a result of this RFP should take that assessment into consideration.

The early vision of this assessment emphasizes the multi-dimensional aspects of a public safety facility, including location, security, ease of public access, and use consistent with the police department's community policing philosophy. The station should include public information areas, community meeting rooms, training rooms, an inmate holding facility, and possibly provisions for evidence storage, firearms training and cleaning, and constructed capacity for growth into the foreseeable future. This facility will be built with environmental sustainability and should meet a minimum of LEED Silver standard.

The professional services provided under this agreement involve providing professional consulting services to the Chief of Police in preparing a needs assessment, master planning, project design and selection of design-build firms. The ideal consultant will have extensive experience working with municipal law enforcement agencies. Services provided will include all stages of the design-build process.

It is anticipated that the services shall begin on or about June 4, 2007.

DEADLINE FOR SUBMITTING PROPOSALS: Proposals will be received at the City of Oceanside Police Department until March 15, 2007 at 2:00 p.m. The Proposal shall be submitted in a sealed envelope marked on the outside, "PROPOSAL FOR POLICE FACILITY NEEDS ASSESSMENT - PROJECT CONSULTING SERVICES, RFP."

ABSTRACT

QUESTIONS AND PROCESS

1. All questions must be written and sent via facsimile to Frank McCoy, Chief of Police, at (760) 435-4470. The deadline for submitting questions is February 28, 2007 at 1200 hrs.
2. The City of Oceanside reserves the right to reject any or all proposals, to waive any informality in any proposal and to select the proposal that best meets the City's needs.

SCOPE OF SERVICES

This Request for Proposals is for Police Facility Needs Assessment Project Consulting Services per Section 3.0 Scope of Work.

PROPOSAL FORM

The proposal will be evaluated based upon the information submitted per Section 4.0 Requirements for Submittal of Responses, and pursuant to all other listed conditions and requirements.

SIGNATURE

The proposal shall be signed by an official authorized to bind the firm, and shall contain a statement to the effect that the proposal is valid for one-hundred and eighty (180) days.

NOTIFICATION

It is anticipated that notification will occur much sooner, but you will be notified before the end of a one-hundred eighty (180) day period of the City's decision regarding your proposal.

CONTRACTOR SELECTION

Although the contractor's proposal and proposed pricing will be a factor used by the evaluation team to determine contract award, the contract will not necessarily be awarded to the respondent with the lowest proposed bid.

Selection shall be based on quality, references, bid, and ability to meet deadlines.

The City of Oceanside reserves the right, after opening proposals, to reject any or all proposals, to waive any informality in a proposal, to make awards in the interest of the City of Oceanside, and to reject all other proposals.

TERMS AND CONDITIONS

The City of Oceanside standard Professional Services Agreement is included as Attachment II. Upon the award of the contract, the successful proposer shall accept the Agreement terms and conditions "as is", with no modifications.

GENERAL INFORMATION

The City of Oceanside standard payment terms are net 30 days after receipt of invoice. Payment for additional work, if any, will be negotiated as required. Final payment will be made after approval and acceptance of the work.

This Request for Proposals does not commit the City of Oceanside to pay any costs incurred in the preparation of a response. The City reserves the right to accept or reject any proposal in part, or in its entirety.

All data, documents and other products used or developed during the project will remain the property of the City upon completion of the project.

SPECIFICATIONS

1.0 INTRODUCTION

- 1.1 This Request for Proposals ("RFP") is for a needs assessment to measure the existing use of police space and facilities, and analyze the need for future development of new police facilities which would be consistent with the projected growth and needs of the city and its public safety services.
- 1.2 The study should also include research on requirements and trends in police and public safety center development based on legal and administrative standards, and other pertinent concerns such as homeland security. The research methodology must consider all the various functions of police space and facilities including: serving as an office base for sworn and non-sworn uniformed personnel; long-term environment for career office personnel; front-desk customers; citizens; volunteer personnel; detainees both adult and juvenile; classroom type and firearms training; meetings; evidence processing; and their interrelationship with other city departments and services. The study must consider all of the various services the Oceanside Police Department provides and may provide in the foreseeable future.
- 1.3 The information gained through the study will assist the City in determining the current status and need for a new Police facility, and enable the incorporation of these plans into the City of Oceanside Master Plan.
- 1.4 The City of Oceanside currently has an undeveloped site of land that could potentially be available for a new police facility in an area commonly known as "El Corazon." This study will help determine whether the city should reserve a site for development and whether it should be at that location.
- 1.5 The City of Oceanside is also currently facing concerns about the future of its Police firing range, and space at its evidence facility. These two facilities are also to be included in the needs assessment.

2.0 HISTORY AND CURRENT STATUS

The Oceanside Police Department was established in 1906, and has grown from a staff of one City Marshal to a department of 203 full-time sworn staff members, and 106 full-time professional (non-sworn) staff members, 14 part-time personnel, and over 100 volunteer staff. The department serves a population of 176,000 per recent Department of Finance figures. SANDAG (San Diego Association of Governments) is

the countywide agency which provides estimates on growth and trends in the region.

The City of Oceanside, a beach city with a harbor, also has a Harbor Police Department which serves the city from the Harbor and Beaches headquarters located in the Oceanside Harbor.

The Oceanside Police Department headquarters are currently primarily housed in two buildings with a total of 49,108 square feet, located in what could be described as northerly central Oceanside. Between the two buildings is a 59 vehicle lighted covered parking lot with key features being electronically locking vehicle and employee gates, fuel pumps, generator, inmate sally port, and provisions for evidence transmittal. At the time the site was planned and developed, the stated goal was that it be an interim facility for Police to occupy for a period of 10 years. At the conclusion of the 10 years the site was to become a community center. The Police Department also operates an evidence section and a firing range which are located at separate city facilities.

The Oceanside Police Department can provide a walk-through tour of the facility upon request to qualified firms expressing an interest in submitting a proposal. The Oceanside Police department also operates several small community resource centers primarily staffed by volunteers, but these are not to be considered as pertinent to space utilization in this assessment.

3.0 SCOPE OF WORK

3.1 Scenarios

Alternate scenarios for the study should identify potential needs assessed for police facilities and development the next 5 years, 10 years, 15 years and 20 years and beyond. Staffing needs, population, and other above-mentioned estimates should be based upon reasonable and factual information from reliable, clearly referenced sources such as SANDAG, the State of California Department of Finance, and the FBI. Proposals should detail, to the extent possible, potential size and type of construction, features, and cost.

Assess the impact of local, regional, and state imposed regulations that affect the type of development proposed. Identify any required changes, waivers, etc. that proposed development will require. Particular attention should be paid to habitat restrictions, both current and potential based on the forecasted use. The ability of the current utility infrastructure to support any proposed development should be considered and any necessary upgrades included in the analysis. Evidence processing fumes, DNA storage, firearms noise, ergonomics to minimize workers compensation claims, earthquake safety, security from terrorist acts, and durability of structure and fixtures are issues requiring special consideration.

The consultant should provide an executive summary with a matrix on a recommended decision-making process to assist the city's several decision-making bodies in reviewing the various points of consideration. The City expects an analysis that, at a minimum, specifically addresses the current services of the department, how they are currently met with an emphasis on space & facilities, and how they can continue to be met with anticipated growth at the future above-specified target dates.

The following alternatives should be considered:

1. Continue to operate, as is, minimal improvements as needed, or annexation of surrounding space. Reallocation of current built-up space as the department and city grows.
2. Plan to build new Police facility, replacing the current facilities.
3. Plan to build new Police facility, maintaining current facilities.

Cost analysis should include all costs associated with the development including but not limited to: architectural and engineering cost, site improvements, off-site improvements, building cost, soft cost, fees and permits, consultant cost and any other development related information necessary to evaluate the three alternative scenarios.

An overview of possible funding sources should be included – suggested to mainly be a survey of funding sources used by comparable cities, and as considered against Oceanside's current economic environment and forecast. (Recent RFP's submitted for other city space, land, and facility projects can be considered or referenced by the firm for this portion of the report.)

3.2 Surrounding Study Area.

Focus must be on the needs of the community in receiving the benefit of continuing and ongoing effective operations of a properly equipped, sized, and staffed Police department facility (or facilities) into the foreseeable future.

Consideration must be made to the impact of the various police facility development scenarios on any potential alternate development needs of public and private raw land or the redevelopment of developed property within the City of Oceanside.

The study must also include an assessment of any potential impacts of the proposed law enforcement facility or facilities themselves on the surrounding community or businesses where they would potentially be located. Identify any required changes, waivers, etc. that proposed development will require. Identify any issues that have been raised with other similar projects and how those issues were resolved, and whether

those same conditions potentially exist in the City of Oceanside in regard to this proposal.

3.3 Report The City expects the consultant's scope of services, findings and conclusions and recommendations to be presented in a written report. Additionally, the consultant can be expected to present their findings at one or more Oceanside City Council meetings and costs per presentation should be built into the report.

4.0 REQUIREMENTS FOR SUBMITTAL OF RESPONSES

4.1 The Response shall consist of a transmittal letter and required information as listed below:

4.1.1 A statement that the signatory is authorized to submit the proposal on behalf of each listed member of the respondent's team.

4.1.2 A statement that the proposal will remain in effect for a minimum of 180 days;

4.1.3 Name of a single contact person for all correspondence and notifications.

4.1.4 Statement of impact indicating the estimated length of time it will take to conduct the study, and the time impact it will have on the organization and other city staff to provide access for site inspections, interviews, data, or other pertinent information.

4.1.5 Cost proposal.

4.2 Consultant Team Qualifications:

4.2.1 A listing and resumes of all members of the consultant's study team who will be doing the analysis.

4.2.2 A description of similar studies performed, the clients and the dates the analysis was concluded.

4.2.3 Copy of one comparable study performed.

5.0 TIME AND PLACE FOR SUBMITTAL OF RESPONSES

5.1 The deadline for receipt of Responses shall be 2:00 p.m. PST on March 15, 2007. Responses received by the City after that date and time will not be considered. **IT IS THE RESPONDENT'S RESPONSIBILITY TO ENSURE THAT SUBMITTALS ARE RECEIVED BY THE CITY PRIOR TO THE DEADLINE.**

5.2 Respondents shall submit five (5) bound copies and one (1) unbound copy of their Response to:

Frank McCoy, Chief of Police
Oceanside Police Department
3855 Mission Ave.
Oceanside, California 92054

5.3 Responses must be in 8½" by 11" format. The City reserves the right to request additional information during the RFP review period.

All questions or request for information should be addressed in writing to the Chief of Police at the above address.

6.0 SELECTION CRITERIA

6.1 The Needs Assessment proposals will be evaluated using the following criteria:

6.1.1 The experience or demonstrated ability of the consultant team to perform this or similar studies;

6.1.2 Complete, thorough, legible, and practical information;

6.1.3 The inclusion of regional specific information as further demonstration of the ability to accomplish the task.

7.0 CONSULTANT TEAM SELECTION

7.1 The process will be as follows:

7.1.1 Issue RFP: January 31, 2007.

7.1.2 Consultant Responses due: March 15, 2007.

7.1.3 Interview Consultant teams (see Section 8.4), request clarification, and obtain additional information as needed: April 2007.

7.1.4 Staff recommendation to City Council recommending selection: May 2007.

7.1.5 Commencement of work June 4, 2007.

7.1.4 Completion of work by June 4, 2008.

8.0 TERMS AND CONDITIONS

8.1 Standard Agreement

The City of Oceanside standard Professional Services Agreement is included as Attachment II. Upon award of the contract, the firm or individual selected shall accept the Agreement terms and conditions "as is", with no modifications.

8.2 Special Conditions

8.2.1 This RFP does not commit the City to procure or award a contract for the scope of work described herein.

8.2.2 All information submitted in response to this RFP shall become the property of the City, and as such, may be used by the City in any manner.

8.2.3 The City has sole discretion and reserves the right to reject any and all responses received with respect to this RFP and to cancel the RFP at any time prior to entering into a formal agreement. The City reserves the right to reasonably request additional information or clarification of information provided in the Response without changing the terms of the RFP.

8.2.4 The City has sole discretion and reserves the right to interview any respondent and request that respondents make themselves available for meetings and presentations as required. Respondents interviewed are responsible for any costs or expenses incurred by the respondent or any team member thereof as a result of, or arising out of a City initiated interview process.

8.2.5 The City reserves the right to waive any technicalities or irregularities in any proposal.

8.2.6 Consultant teams acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit), or liabilities incurred by the consultant team or any member thereof as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, or due to the City's acceptance or non-acceptance of the proposal.

8.2.7 Neither the City nor any of its officers, agents, consultants, or employees shall be responsible for the accuracy of any information provided as part of this RFP. All respondents are encouraged to independently verify the accuracy of any information provided. The use of any of this information in the preparation of a Response to the RFP is at the sole risk of the respondent.

8.2.8 Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City of Oceanside. In addition, neither the Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of the City. In the event of any unapproved transfer, including any bankruptcy proceeding, the City may void the Agreement at the City's option in its sole and absolute discretion. No approved transfer shall release surety of Contractor of any liability hereunder without the express consent of the City.

ATTACHMENT I

Scope of Services / Qualifications

Requirements for Police Needs Assessment - Project Consulting Services

1. SCOPE OF SERVICES / DESIRABLE QUALIFICATIONS

- An extensive background in architectural design with specific expertise in the planning and design of public safety buildings within the state of California
- Ability to develop strong working relationships and teamwork with a combination of stakeholders including police, fire, private developers and City leadership personnel.
- History of positive working relationship with contractors.
- Experience includes developing environmentally sustainable facilities.
- Experience in On-time, within-budget delivery of projects with at least three of these references occurring in the previous five years.
- A pending work schedule (other projects) allowing principals of the firm to adequately provide services to the City of Oceanside.
- Ability to meet with the Chief of Police, his designee(s) and stakeholders as needed to provide assistance in bringing the construction project on-time and within budget.

2. DELIVERABLES

- Deliver written guidelines for selection of the planning and design-build teams.
- Conduct a space needs analysis for the new facility and provide a written report..
- Preparation of preliminary budget of anticipated costs associated with the project.
- Along with the Chief or Police or his designee, meet with City, Fire and other stakeholders throughout the development process to provide input and guidance.
- Provide assistance and guidance in the review of and selection of the design-build team including architects, and contractors.

4. SPECIAL CONSIDERATIONS OF AWARD

Selection shall be based on quality, references, price, and ability to meet deadlines.

5. ADDITIONAL CONSIDERATION

The provider must have a proven track record of maintaining close working relationship within various levels of City government and private/public partnership during the design build process. A background in developing law enforcement facilities is highly desirable.

ATTACHMENT III
Police Facility Needs Assessment
Project Consulting Services RFP

NAME OF FIRM SUBMITTING THIS PROPOSAL:

EXPERIENCE:

Provide information concerning your firm's previous experience including the number of years in business.

KEY PERSONNEL:

Provide information concerning key management team members including information for the project manager to be assigned to the City account. Include contact information, email addresses, etc.

REFERENCES:

List three (3) current references of agencies for which you have provided similar services:

AGENCY
PHONE NO.
CONTACT

A. _____

B. _____

C. _____

PRICING PROPOSAL:

Provide detailed pricing for the services set forth in the Scope of Services section of this RFP.

SIGNATURE:

I accept the terms and conditions of the City of Oceanside RFP for Police Facility Needs Assessment. This proposal is warranted to be valid for 180 days from date of signature.

Name _____ Title _____
(Print)

(Print)

Company _____

Address _____

Phone _____

By _____ Date _____
(Authorized signature)