

REQUEST FOR PROPOSAL

DISTRICT FACILITY ASSESSMENT

BOARD OF POLICE DISTRICT COMMISSIONERS

PORT WASHINGTON POLICE DISTRICT

500 PORT WASHINGTON BLVD

PORT WASHINGTON, NY 11050

PURPOSE

The Port Washington Police District (the "District") is soliciting **REQUESTS FOR PROPOSALS (RFP's)** for a District **FACILITY ASSESSMENT**. (the "Assessment"). The Assessment shall provide supported conclusions and recommendations regarding the current and future facility requirements of the District, factoring in current and projected staff size, operational requirements, storage requirements, and required and recommended security related features and needs specific to the provision of a modern and efficient 24/7 law enforcement operation of similar scope and size. The requirements for the Assessment and the general conditions thereof are included in this document.

SECTION I – REQUEST FOR PROPOSAL INFORMATION

The deadline for submittal is no later than 5:00 p.m., on Friday, **May 5th**, 2017. Ten (10) original hard copies, an electronic CD copy and an email version must be included, clearly marked accordingly, and delivered to:

Contact Information and Submittal Address

Board of Police District Commissioners

Port Washington Police District

500 Port Washington Blvd.

Port Washington, NY, 11050

Attn: Sgt. Brian McCarty

bmccarty@pwpd.ny.gov

516-883-0500 x163

516-580-1028

Site Visit Requirements

The Port Washington Police Department has primary operations at one facility, as well as equipment / vehicles in another location within the district. One afternoon has been set aside for a site tour of Headquarters. Attendance at this one-time site visit tour is mandatory in order for your individual RFP to be considered valid. The site tour will be held on Friday,

April 7th, 2017, beginning promptly at 10:00 a.m., at the Port Washington Police Headquarters.

Basis of Award and Acceptance Time Period

Awarding of the Assessment services contract will be based upon, but not limited to the following criteria:

- Cost;
- Related project experience;
- Project team;
- Project approach;
- Schedule and timeliness of project completion;
- Scope of services;
- Ability to translate District needs to realistic results;
- Attention to detail and thoroughness.

The successful vendor should be prepared to commence performance within seven (7) days of the contract award.

SECTION II – MINIMUM REQUIREMENTS

Project Scope

The selected vendor will conduct interviews and/or group meetings and site inspections and examinations to determine the exact needs and requirements for all District functions / services, now and in the foreseeable future. Such inspections and examinations shall address the District's present site, including its capacity for expansion. The Assessment, in addition to providing recommendations and conclusions as to the District's current and future facility needs, shall address the capacity and feasibility of the current site's ability to meet those needs. This will cover a detailed space-by-space definition of the elements needed for a facility based on current usage, desired new amenities and potential for future growth and needs.

The project will include a summary of recent historical growth trends in population, school enrollment data, Town and County economic development trends, and business and residential growth.

Cost estimation based upon the results of the successful vendor's findings shall be performed and provided.

Contract Award

A contract award signifies the District's acceptance of the successful vendor's proposal as to

scope and pricing for services. Neither party shall have any contractual obligation to the other until a contract is successfully negotiated and executed.

Vendors are required to submit a proposed contract as an addendum to their proposals. The failure to include a proposed contract may be grounds for disqualification.

Performance Period

After the contract award and execution, the selected firm will have until **5:00 p.m., Friday, July 12th 2017**, to complete the Assessment and have the required hard copies and electronic versions turned into / e-mailed to:

Board of Police District Commissioners

Port Washington Police District
500 Port Washington Blvd.
Port Washington, NY, 11050
Attn: Sgt. Brian McCarty
bmccarty@pwpd.ny.gov
516-580-1028

Two presentations of the findings will be made by the successful vendor. The first presentation will be for Board of Commissioners, Management, Police Department Staff and Facilities Committee members at a date to be announced. The second presentation will be made as determined by the District.

SECTION III - PROPOSAL CONTENT AND GENERAL CONDITIONS

Requirements:

The selected vendor must be:

- Able to demonstrate experience and proficiency in the provision of Police / Law Enforcement / Public Service Needs Assessments;
- Able to produce examples of positive experiences conducting Facility Needs Assessments with other municipal/law enforcement clients;
- Highly experienced and knowledgeable in the area of law enforcement facility design and adjacency operations;
- Able to develop long range plans that provide for at least a 25 - 40 year facility usability life span.

Submittal Requirements

All vendors interested in submitting an RFP are required to submit a Statement of Qualification on behalf of their design company and are required to provide the following:

- The name, address, telephone(s) and e-mail addresses of the vendor and vendor contacts;
- A complete description of the vendor including its qualifications and project experience over the last five (5) years with respect to Facility Needs Assessments / studies;
- Provide the number of hours for completion of the Facility Needs Assessment and include the hourly rate charged for your staff time;
- Provide background information on your practice including how long the company has been in business and detail the areas of expertise your company offers;
- Identify any/all sub-consultants who will be participating on your team and state what their role will be;
- Provide pictures and sample floor plan layouts of other law enforcement / police stations that your firm has worked on over the last five (5) years.
- Provide lists of recent projects that best illustrate current qualifications for this study including contact persons;
- Any other information that your firm feels is appropriate to assist in the consultation / selection process.

- The District reserves the right to reject in part or in whole all RFP documents submitted, and to waive any technical deficiencies or omissions in the submissions for and in the best interest of the District.

Items that must be included in the Facility Needs Assessment include, but are not limited to:

- A thorough evaluation of the current District facility;
- A study/evaluation of the District's routine operations in order to achieve a thorough understanding of the various operations/services;
- Identification, as to each operational element/unit; of specific space needs for both current and long-term projected (25 years) operations;
- Determination of the interaction/adjacency priorities of the operational elements/units;
- The approximate construction and furnishings costs for a new police facility, including site procurement if required;

The District is requesting a comparative analysis (assessment study) between the space provided at its current facility and, if different, the space needed to support the current and projected needs (up to 20 years from now) of a police force of similar size that serves a jurisdiction with similar law enforcement needs and activity.

Time and Due Date

It shall be the responsibility of each Firm to ensure your required RFP documentation is turned in to Board of Police Commissioners, by **May 5th, 2017**.

Envelopes containing your documentation must be received sealed.

The Port Washington Police District reserves the right to waive any irregularities and to make the award in the best interest of the Police District.

Upon submission, all documentation shall become the property of the District.

Award

The contract, if awarded, will be made within a reasonable time days after the deadline for the submitted documentation. No award will be made until after investigations are made as to the responsibilities and qualifications of the best firm.

Information contained in submitted and accepted documents shall not be available for inspection until after the award has been made by the District Board of Commissioners. Requests for this information must be submitted in writing.

Assignment

The successful vendor may not assign its rights and duties under an award without the written consent of the District. Such consent shall not relieve the assignor of liability in the event of default by his assignee.

References

A minimum of five (5) references, preferably located within the Long Island Tri-State Region must be included. Company (Department/Agency/Business) name, contacts, telephone and cell-phone numbers and e-mail addresses must also be included with each submittal.

Community and Department Background

The District was established in November of 1921 and began operation on January 1, 1922. The current home of District at 500 Port Washington Blvd was built in 1955.

The District now consists of approximately sixty six (66) sworn officers, and includes a Patrol Division, Detective Division, Juvenile Aid Bureau, Gang Unit, Narcotics Unit, Traffic Safety Enforcement Unit (3), School Resource Officer (1) and Community Liaison (1). There are thirteen (13) school crossing guards, three dispatchers, one parking meter attendant and four civilian personnel for a total staff of eighty seven (87). The department currently maintains a fleet of 31 vehicles, which includes three motorcycles.