



**AUGUST 30, 2021**

**REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES**

**BY THE CITY OF FOWLER FOR A POLICE HEADQUARTERS**

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## Background & Selection Process

The City of Fowler (City) invites qualified Consultants to submit Statements of Qualifications (SOQ) to prepare the plans, specifications, estimates, and general construction documents for a Police Headquarters. A copy of this RFQ can be downloaded from the City's website at: [www.ci.fowler.ca.us](http://www.ci.fowler.ca.us)

Once all SOQs are received, the City will interview the Consultant(s) determined to be the most qualified for the scope of work required. **A cost proposal need not be submitted with the RFQ.**

It is the intent of this solicitation to select a qualified Consultant who will provide the City quality consulting services at the best value, in a timely fashion, and to complete the proposed project. From the SOQs submitted, a selection panel may select the Consultant best able to meet the needs for this project; or may create a "short list" of several Consultants to meet with a panel to discuss the project and the Consultant's qualifications. The panel may consist of City staff, stakeholders, and may include a representative knowledgeable in the specific discipline and/or project scope to discuss qualifications for consulting services for this project. The panel's criteria in its evaluation of the SOQs (not necessarily in this order): experience with related projects, educational background related to discipline, quality of past performance on similar projects, adequate staffing to perform work, ability to work within a project budget, and references. Inclusion on a "short list" does not guarantee the Consultant will eventually be selected and engaged under a contract with the City for consulting services. Exclusion from the "short list" does not disqualify any Consultant whom has submitted an SOQ. The City may include other Consultants on the "short list" at any time prior to Council awarding a consultant agreement. The City reserves the right to make the selection of a Consultant based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the Consultant to perform the services set forth herein. This solicitation for SOQs does not commit the City to enter into a contract or to pay any costs incurred in the preparation of the SOQ. The City reserves the right to accept or reject any SOQs, and to negotiate with any qualified Consultant, or to cancel in part or in its entirety this solicitation for SOQs. All SOQs and materials submitted shall become the property of the City of Fowler.

## The Project

The City of Fowler owns the property located at 108 North 3rd Street, Fowler, CA 93625. The Senior Center is currently on the site, along with a parking lot, and former Fowler Hospital. The City would like to see alternate options for the preservation and reuse of the Fowler Hospital exterior façade components, design elements, or the façade in its entirety.

The selected Consultant shall be qualified to prepare the required plans and/or entitlement application for submission to the City of Fowler Planning Department as well as a complete set of plans and specifications required for submission to the City of Fowler Planning Department for plan check and permitting. The plans and specifications will need to be coordinated with all appropriate agencies, including but not limited to, PG&E, Cable/Telecom, water, Selma-Kingsburg-Fowler Sanitation District (sewer), San Joaquin Valley Air Pollution Control District, and the County of Fresno Health Department as well as City staff.

The City desires a consultant with skills and experience in:

- The design of numerous municipal police departments with a design that emphasizes community oriented policing; and,

- Community and stakeholder engagement in developing facility program, particularly in engaging diverse and historically underrepresented communities to determine needs; and,
- Conducting historic assessments of existing facilities, their condition, any deferred maintenance, and determining if reuse is possible; and,
- Sustainable construction and operating practices as well as obtaining LEED or equivalent certifications; and,
- DOJ and other regulations for evidence storage, physical security, in-custody processing, and other law enforcement requirements; and,
- Design of police facilities that also include community engagement facilities such as community rooms, training rooms, commercial kitchen, and associated facilities.

## Requests for Information

All requests for information (RFI) and questions regarding this project shall be submitted to Thomas Gaffrey, Community Development Director via email at [tgaffery@ci.fowler.ca.us](mailto:tgaffery@ci.fowler.ca.us). There are to be no phone calls or emails to other City officials for additional information or clarification. The City shall reply to RFI(s) the City deems necessary for the preparation of proposals. The deadline for RFIs is stated below. Responses and any addendums to the RFP will be posted on the City's website: [www.ci.fowler.ca.us](http://www.ci.fowler.ca.us)

## Communications

It is the responsibility of the Consultant to ensure proper email address is utilized on all communications. Failure to abide by this provision shall deem that Consultant non-responsive and the SOQ will not be considered.

## Proposers' Conference

A proposers' conference will not be held. Proposers are to use the RFI process.

## Statements of Qualifications

### Introductory Letter

1. How many years has your firm been providing similar consulting services?
2. How many years has your firm been under your present name? If applicable, how many years under former names (List name and number of years)?
3. What other types of services does your firm provide?
4. Is your firm operating as a franchisee?
5. Do you have any affiliated companies? If parent company, list subsidiaries and divisions. If subsidiary or division, name parent company, its principals, and their addresses.
6. The letter shall be signed by the individual authorized to bind the contractor to the proposal.
7. Consultant shall ensure all pages are numbered.

### Project & Team Experience

1. Provide a listing of similar projects of similar scope, which have been completed by members of the Consultant's team within the past five (5) years, regardless of whether or not the project is included in the References section.
2. Provide a listing of each key staff person in the firm who will be assigned to the project, the percentage of time assigned to the project, and background information demonstrating their capabilities and qualifications to perform the assigned task. For each individual, provide current

professional registrations, related experience, educational background, and years of experience with the team.

## References

Provide a minimum of three (3) client references. References should be California cities or other large public sector entities with projects of similar scope and size. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction as well as the dollar value of that contract.

## Contract Terminations

If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

## Project Understanding

This section should include a clear description of the Consultant's understanding of the project and state the approaches and methodologies which the Consultant will undertake.

## Submittal of Statement of Qualifications

Five (5) copies of the SOQ shall be submitted to the City of Fowler at 128 S. Fifth Street, Fowler, California no later than 2:00pm, Friday, September 24, 2021. Late responses will not be accepted.

## Tentative Project Timeline

Publish RFQ:	Monday, August 30, 2021
RFIs Due:	Thursday, September 9, 2021 by 2:00 p.m.
RFI Responses Issued:	Tuesday, September 14, 2021
SOQs Due:	Friday, September 24, 2021 by 2:00 p.m.
Virtual Interviews:	Week of October 11, 2021 (tentative)