



**REQUEST FOR PROPOSALS
RFP #22-1851**

**CITY OF LEBANON, OHIO
POLICE – PUBLIC SAFETY FACILITY STUDY**

June, 2022

CITY OF LEBANON
WARREN COUNTY, OHIO
REQUEST FOR PROPOSALS
CITY OF LEBANON POLICE – PUBLIC SAFETY FACILITY STUDY

I. Overview

The City of Lebanon (the "City") is currently seeking proposals from consulting firms to evaluate the City's immediate and long-term Police and Municipal Court facility needs. The internationally accredited Lebanon Division of Police received their initial Commission on Accreditation for Law Enforcement Agencies (CALEA) award in 1986 and their eleventh reaccreditation in March 2021. This full-service agency includes a communications center and temporary holding facility. Authorized agency staffing includes 31 sworn officers, 9 communications officers, and one support staff member. The communications center serves as a public safety access point for receiving 9-1-1 information and dispatches for all public safety (police, fire, ems) services, and serves

As the City continues to grow, it is recognized that the current facilities may not be adequate to serve the Community in the future. The intent of the study is to identify existing facility deficiencies, determine future facility needs, and develop a preliminary project budget estimate for planning purposes. The study will focus on additional objectives outlined in this document.

Direct questions regarding this request for proposals can be sent to Chief Jeff Mitchell, Police Chief, via email at jmitchell@lebanonohio.gov. **A pre-submittal meeting has been scheduled for June 29th at 2 p.m. in the City Building (50 S. Broadway Avenue). This meeting is not mandatory, but attendance is encouraged for those interested in the project.**

II. Project and Services

The City of Lebanon has a population of just over 21,000 residents and an area of just over 12 square miles. Lebanon is the County seat of Warren County, one of the fastest growing counties in Ohio. Currently, Lebanon is served by 1 police station as shown on the attached map. The Municipal Court operation is located in the City Building at 50 S. Broadway Ave. in downtown. The Municipal Court serves not only City of Lebanon residents, but the surrounding Turtlecreek Township as well. The existing police building was constructed in 1965. The focus of this study is to determine whether or not it is viable to renovate / expand the existing police facility or construct a new police station in the future to serve the Community. The Police Department consists of 31 police officers, 9 communications officers, and 1 support staff. The City operates its own communications center which supports 911 calls and all other emergency and community oriented calls for service.

It is critical that the new facility be located in a manner that adequately serves both the existing population base, as well as the future growth areas identified by the City. As part of this study, the consultant will be asked to provide detailed information in the following areas:

1. Based on the City's current and projected operational needs, estimate the necessary square footage of the new police facility, including a very general building layout footprint. Determine whether or not it is viable to renovate and expand the existing police station given the limitations of the current location.
2. If a new facility is recommended, determine if it is feasible to co-locate the Municipal Court operation into this new facility.
3. Based on Lebanon's public safety operations and demographics, make a general recommendation as to the preferred location for a new facility if recommended.
4. Provide a preliminary cost estimate for the police facility building construction costs based on the recommendations outlined above. The City will provide general guidance in terms of architectural design guidelines as it relates to building materials.

To evaluate these criteria, the Consultant will conduct a series of interviews with key City staff, and other Community stakeholders.

III. Requested Information

To properly assess each Respondent's qualifications for this Project, the City requests that each Respondent respond with the following information in the order that it is presented below. Responses must be limited to the experience of the branch office and/or individuals that will have direct responsibility for the execution of the Project.

A. Technical Qualifications

Respondents to the RFP shall demonstrate their ability to perform the Work by providing the technical qualifications of the Respondent, and individual team members. The Evaluation Committee will give most consideration to experience related to studies of a similar nature to this project.

The Evaluation Committee reserves the right to conduct an independent investigation of the Respondent's technical qualifications by contacting Project references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluation of technical qualifications. At a minimum, the Respondent and its subcontractors shall provide the following information to demonstrate their technical qualifications:

1. **Police / Public Safety Facility Site Selection / Study Experience** — The Respondent shall provide its individual member and collective experience in public safety facility site selection and operational needs evaluations. Describe in greater detail projects most similar to this Project.
2. **Design / Estimating Experience** — The Respondent shall provide its engineering and design experience with public safety and

Municipal Court facilities to ensure that they can adequately estimate the building construction costs for the facility.

3. **Key Project Staff** — The Respondent shall provide the qualifications of all key staff assigned to the Project. This submission shall include the key staff of the contracting firm, its parent (if applicable), and partner firms. Information shall include length of time practicing in the profession, familiarity with design and construction of fire stations, and proposed project leadership. Full resumes of key personnel shall be provided.
4. **Project Approach** – What methods are utilized to ensure that all information relevant to the decision-making process is captured and evaluated?

Along with the above information, Respondent must provide all relevant professional licenses and certificates of registration required to fully perform the Project.

B. Relevant Project Experience

In addition to providing technical qualifications and experience, the Respondent shall provide a list of up to five directly relevant projects completed within the past ten years that the Respondent has been involved with. A brief description of these selected projects shall be provided, including the history of operation, current status, and a description of the Respondent's specific involvement in these projects.

C. Scope of Work Review

Based on the description of the project and concept plans that have been developed to date, briefly evaluate what you consider to be any key challenges for the project and areas that are critical for the project's success.

E. Qualifications Evaluation Criteria

The criteria that the City will use to evaluate the RFPs include the following:

1. Competence to perform the required services as indicated by the technical training, education, and experience of the Firm's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the Firm who would be assigned to perform the services associated with the Project;
2. Ability of the Firm in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required professional services competently and expeditiously, and experience working on similar types of projects;

3. Past performance of the Firm as reflected by the evaluation of previous clients with respect to such factors as, quality of work, dispute resolution, administration of subcontractors, and meeting deadlines and the past performance of the Firm;
4. Other qualifications that are consistent with the scope and needs of the Project including, but not limited to, knowledge of the local area, working relationships with local professionals, and the general response to the scope of work review.
5. Scope of work and cost proposal for said Project.

The Evaluation Committee, at its sole discretion, shall have the right to seek clarifications from each of the Respondents in order to fully understand the nature of the submissions and evaluate and rank the Respondents.

A Respondent shall be considered responsive if the RFP responds to all material aspects and contains no irregularities or deviations from the RFP. Each Respondent that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

After completing its review of the RFP's, the Evaluation Committee will recommend to the City the preferred consultant. The short-list approved by the City will be distributed to each Respondent.

F. Response Instructions

Questions regarding this RFQ may be directed to the City of Lebanon:

Jeff Mitchell
Police Chief
City of Lebanon
50 S. Broadway Ave.
Lebanon, Ohio 45036
513.228.3300 office
Email: jmitchell@lebanonohio.gov

A pre-proposal meeting has been scheduled for June 29th at 2 p.m. in the City Building (50 S. Broadway Avenue). This meeting is not mandatory, but attendance is encouraged for those interested in the project.

Each Respondent must submit five (5) copies of its response to this **RFP** to the **City** by **2:00 p.m.** on Friday, July 8th.

Write on the outside of the sealed envelope or box: "Request for Proposals for the Lebanon Police Facility Study Project"

The SOQ must be separated into the following sections:

1. General Design-Builder Information
2. Technical Qualifications
3. Relevant Project Experience
4. Scope of Work Review and Cost Proposal

All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged.

Respondent must complete the attached Transmittal Letter and all associated attachments. The City reserves all rights to waive any informalities, irregularities or technical defects in the responses to this RFP.