



REQUEST FOR EXPRESSIONS OF INTEREST

Public Safety Center Architect and Engineering Design Services

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City Manager

Table of Contents

SECTION ONE: GENERAL INFORMATION	3
1.1. Purpose	3
1.2. Background	3
SECTION TWO: SCOPE OF SERVICES.....	3
2.1. Expectations.....	3
SECTION THREE: INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS	4
3.1. The Proposal	4
3.2. Questions About the Solicitation	6
3.3. Submission of Proposal.....	6
SECTION FOUR: PROPOSAL EVALUATION & SHORTLIST	6
4.1. Evaluation Committee	6
4.2. Shortlisted Firm Evaluation.....	7
SECTION FIVE: SCHEDULE OF EVENTS.....	8
SECTION SIX: CONSULTANT SELECTION MANUAL	8
6.1. General Contracting Process.....	8

SECTION ONE: GENERAL INFORMATION

1.1. Purpose

The City of Charleston is seeking expressions of interest from qualified Architecture/Engineering firms to provide design services for the Charleston Police Department's new headquarters, which will be located at the former Truist operations center on One Piedmont Road, Charleston WV, 25301.

1.2. Background

One Piedmont Road is under contract to be purchased by the City of Charleston for adaptive renovation and use as the new headquarters of the Charleston Police Department. The building is a two-story structure of approximately 83,000 square feet. Silling Architects completed a spatial needs and feasibility study, including a study of the location prior to the City's purchase of the property. A phase one environmental assessment has already been performed, along with preliminary studies of the building structure and its various systems. Based upon the spatial needs assessment, it is anticipated the design will include renovation of the majority of the building with any square footage not currently needed for Police operations to be prepped for future expansion needs.

The final design will provide proper layout for all of the offices and departments within CPD to operate with maximum efficiency and functionality.

The successful firm will provide complete bid-ready design drawings for the City's use to procure contractors to perform the renovations. The successful firm will provide a cost estimate of the renovation project and assist the City in the bidding process and the construction phase to ensure renovations comport with the needs of the Police and the design of the firm.

SECTION TWO: SCOPE OF SERVICES

2.1. Expectations

The successful firm will be expected to perform the following activities:

- Conduct a comprehensive architectural and engineering design of the location for use in bidding out the construction phase of the project:

- Perform facility site visits to understand and improve CPD operations and needs within the new facility.
- Design the new facility to efficiently meet the utility needs of the building and CPD.
- Design the new facility to meet the technology and security needs of the building and CPD.
- Provide an estimated timeline for design preparation following and construction services, along with cost estimates for construction.

SECTION THREE: INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS

3.1. The Proposal

Firms interested in being considered for this work must submit an Expression of Interest to the City Manager through the Bid Express System, mail, or hand delivery to the City Manager's Office in City Hall, located at 501 Virginia St. E, Charleston WV 25301. All submissions must be submitted in an file format that can be easily distributed to the reviewing committee. **NO PRICING INFORMATION IS PERMITTED TO BE INCLUDED IN THE SUBMITTED EOI.**

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the firm's capabilities to satisfy the service needs. Emphasis should be placed on completeness and clarity of content.

The EOI should include the following items:

- Statement of the firm's history and experience;
- Statement of the firm's overall capabilities to handle the proposed work, including personnel to be assigned to the work, their qualifications, and their current workload;
- Statement identifying who the intended project manager will be;
- Statement regarding whether the firm has an approved audited overhead rate on file with a West Virginia agency or political subdivision;

- Statement regarding the firm's familiarity or expertise with building design, architecture, utilities design, and structural engineering, with an emphasis on the firm's familiarity with design of police or other public safety facilities;
- Statement regarding experience with public engagement and outreach;
- Office location where the work will primarily be performed;
- Statement of whether subconsultant work is expected, as well as a brief description of the identities of and scope of work for each contemplated sub-consulting firm;
- Statement regarding whether the firm maintains a cost accounting system that is capable of segregating and identifying accumulating costs for each job that is performed under cost-type contracts;
- In instances where engineering services are sought, please provide a certification from the West Virginia State Board of Registration for Professional Engineers that the person in responsible charge of the firm is a registered professional engineer in the State of West Virginia and is a member in good standing;
- Statement that the firm's Workers' Compensation and Unemployment Accounts are in good standing;
- Statement regarding any debarment status (whether debarred by any federal, state, or municipal agency);
- Statement that the firm is in good standing with the City Collector's Office regarding its tax and fee obligations to the City of Charleston (if applicable); and
- Three references from clients for whom the firm has provided similar or comparable services within the last 5 years.

NOTE: Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this solicitation will belong to the City and are subject to the West Virginia Freedom of Information Act, unless the content is proprietary in nature such that it is excluded from production. All pages or sections of submitted documents considered by the firm to be proprietary in nature should be clearly labeled.

3.2. Questions About the Solicitation

All questions must be transmitted according to established deadlines to Ms. Jamie Bowles, Purchasing Director, by emailing Jamie.Bowles@cityofcharleston.org or through the Bid Express Website.

Firm representatives are prohibited from communicating with elected City officials or City staff (excluding the Purchasing Director and the City Manager) from the time the solicitation is advertised until the Evaluation Committee makes its final selection.

3.3. Submission of Proposal

All proposals must be submitted in writing in electronic format as a PDF file readable with Adobe Acrobat software. Proposals submitted in writing must also be provided in electronic format. Forms may also be submitted through the Bid Express System.

Proposals must be transmitted according to established deadlines to Ms. Jamie Bowles, Purchasing Director, by emailing Jamie.Bowles@cityofcharleston.org.

SECTION FOUR: PROPOSAL EVALUATION & SHORTLIST

4.1. Evaluation Committee

All EOIs will be reviewed by an Evaluation Committee established by the City Manager.

The Evaluation Committee will consider the statements of qualifications and performance data, and other material submitted by the interested firms. The Evaluation Committee will select no less than 3 firms that, in the committee's opinion, are the best qualified to perform the desired services.

The shortlisted firms will be invited to participate in interviews.

4.2. Shortlisted Firm Evaluation

The Evaluation Committee will conduct interviews of the shortlisted firms and evaluate each firm based on the following scoring criteria.

Experience & Qualifications.....50 pts

- History and stability of the firm (10 pts)
- Professional competence (20 pts)
- Experience providing comparable services (15 pts)
- References (5 pts)

Implementation Services.....40 pts

- Current workload and ability to complete work (20 pts)
 - including personnel to be assigned to the work, their qualifications, and their current workload
- Demonstration of consistent implementation of strategic and (20 pts) complex plans that yielded desired results for clients

Oral Interview.....10 pts

- Demonstrated thoughtfulness and expertise related to the services being requested and questions asked during the presentation

TOTAL.....100 pts

NOTE: The Evaluation Committee will notify each shortlisted firm of the results of the scoring process, including the name of the selected firm.

SECTION FIVE: SCHEDULE OF EVENTS

Release of the EOI.....	October 29, 2024
Written Questions Submission Deadline.....	November 12, 2024 (3:00 p.m. EDT)
Addendum to be issued.....	November 19, 2024
Expressions of Interest Due Date.....	November 26, 2022 (3:00 p.m. EDT)
Estimated Date for Interviews of Shortlisted Firms.....	Week of December 5, 2022

NOTE: The schedule is subject to change. Please check the Bid Express System or the City of Charleston’s website regularly for updates.

SECTION SIX: CONSULTANT SELECTION MANUAL

6.1. General Contracting Process

The City will follow the contracting process outlined in the City of Charleston Consultant Selection Manual, December 20, 2021, included here as Exhibit A.