



REQUEST FOR PROPOSALS
RFP # B2008-2-3

SPACE NEEDS ANALYSIS
For CITY HALL/POLICE DEPARTMENT COMPLEX

Due:
February 11, 2008
No later than 11:00 a.m.

Deliver to:
Office of the City Clerk
212 3rd Avenue
Sterling, IL 61081

815-632-6630
815-632-6672 Fax
mrombouts@ci.sterling.il.us

City of Sterling, Illinois
212 Third Avenue Sterling, Illinois 61081
(815) 632-6621 (phone) (815) 632-6671 (fax)

RFP No. B2008-2-3

**SPACE NEEDS ANALYSIS
For CITY HALL/POLICE DEPARTMENT COMPLEX**

REQUEST FOR PROPOSALS

The City of Sterling seeks proposals for a space needs analysis for City Hall/Police Department Complex, with design services and renovation cost estimates, in accordance with the specifications listed on the proposed documents.

Vendors shall quote a lump sum amount – any options should be itemized separately. The City reserves the right to accept or reject any and all proposals, and to select the proposal most advantageous to the City of Sterling. Vendor shall specify delivery time, within any time limits listed in the specifications.

The successful proposer will be required to submit proof of comprehensive insurance coverage including (but not limited to) workmen's compensation and general liability insurance.

Submittals must be received no later than 11:00 a.m., February 11, 2008 at the Office of the City Clerk, 212 3rd Avenue, Sterling, IL 61081. All proposals shall be in a sealed envelope and clearly marked as follows: "RFP No. B2008-2-3 - City Hall/Police Department Complex Space Needs Analysis."

Copies of proposal documents may be obtained free of charge from the City of Sterling website at www.sterling-il.gov or from the Office of the City Clerk, 212 3rd Avenue, Sterling, IL 61081, or via email: mrombouts@ci.sterling.il.us

Questions regarding this proposal may be directed in writing to Scott Shumard, Interim City Manager, 212 3rd Avenue, Sterling, IL 61081, or via email: sshumard@ci.sterling.il.us

**RFP No. B2008-2-3
SPACE NEEDS ANALYSIS
For CITY HALL/POLICE DEPARTMENT COMPLEX**

Proposal (Page 1 of 2)

Note: Please return these 2 pages as a cover sheet with each copy of your submittal.

To: City of Sterling, IL

The undersigned, as a lawfully authorized agent for the below named Bidder/Vendor, has carefully examined the Proposal Form of this document, to be known as RFP No. B2008-2-3 with the General Provisions, Specifications and other Proposal Documents and binds himself/herself and his/her company on award to them by the City Manager of Sterling, IL a Purchase Order under this proposal to furnish and deliver in accordance with the City of Sterling RFP Documents.

We have read the City's Request for Proposal (RFP) for evaluation of possible means of utilization with remodeling estimates and fully understand its intent. We certify that we have adequate personnel, equipment, resources and facilities to provide required services. We understand that our ability to meet the criteria and provide required services shall be judged solely by the City of Sterling.

In addition, we certify that:

- We have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide; and
- We acknowledge and accept all the terms and conditions included in the RFP

Please submit a duplicate copy for review purposes.

Description	Total Amount
City Hall/Police Department Complex	_____
Optional Item:	_____
Optional Item:	_____
Optional Item:	_____
Alternate (if any)	_____
 Total	 \$ _____

RFP No. B2008-2-3

SPACE NEEDS ANALYSIS

For CITY HALL/POLICE DEPARTMENT COMPLEX

Proposal (Page 2 of 2)

Respectfully submitted

Authorized Signature

Date

Company Name

Printed Name of Individual Signing

Address 1

Title

Address 2

Telephone

City, State and Zip Code

Fax Number

Date Submitted

Email Address

Person signing proposal must be a person in your company authorized to sign a contract with the City of Sterling.

- We are not submitting a proposal for this project, however, please retain our company information listed above in your vendor files and continue to send us bids and proposals in the future.

- Below For City Use Only -

- _____
 Contact data updated to include the above-captioned vendor information.

Request for Proposals
City of Sterling, IL
Space Need Study for City Hall and Police Department Complex

Introduction

The City of Sterling, IL is seeking proposals to perform a comprehensive space need analysis of the City Hall and Police Department. The analysis will provide a comprehensive evaluation of current and future usage of the city-owned facilities. The results of the space need analysis will be used to plan and budget for the renovation or construction of a city hall/police department complex.

Background

The City of Sterling City Hall/Police Department is located at 212 3rd Avenue, Sterling in a building built in 1931 as a community center. The building has received major renovations at least three times in the last 35 years. Although not an historic landmark the current building holds historic value to the community.

A combined City Hall/Police Department is the preferred choice of the city. The City Hall would contain the offices of the Mayor and City Manager, the City Clerk, Community Services/Code Enforcement, the Finance Department and Police Department. The Police Department is currently authorized 31 sworn officers and 14 non-sworn employees and is one of three PSAP's in Whiteside County.

Sterling has a population of 15,600 and is located in Northwest Illinois 50 miles east of the Quad Cities along Interstate 88.

Scope of Services

1. Architect shall meet with the "City Hall Project Development Committee" to understand, evaluate and quantify current and future needs for the facility to include parking.
2. Conduct a detailed review and evaluation of the existing facility to include building structure, utilities, HVAC, access, parking and traffic flow to and from site.
3. Project future staffing, space needs, A.D.A. improvements, parking requirements for 5, 10, and 20 year periods.
4. Projections shall include analysis of the following options:
 - a. Remodeling and construction of additional space/facilities at the existing location.
 - b. Construction of new facility on property to be acquired by the city. After sale/lease/rental of existing facility.
5. Include a concise report of the advantages and disadvantages, conceptual plans and cost estimates for each option. The architect shall provide at least two conceptual designs.

6. Report on any identifiable issues that would hinder or otherwise complicate remodeling of the current facility or construction of a new facility.
7. Review plans with "City Hall Project Review Committee" and attend a minimum of two city council meetings to present findings to the council and public.
8. Project shall be completed by April 28, 2008.

Submission Requirements

1. Provide a background description of the firm.
2. Provide the names, respective titles, educational background and years of experience of team members who will be assigned to this project.
3. List the firm's experience working with municipalities.
4. Identify any projects the firm has completed in conducting space needs studies for similar or identical facilities in the last (5) years. Provide references for each of the listed projects and any current projects on which the firm is working. Include a description of the project and the current contact person, including phone number for each reference project.
5. Describe the firm's approach to conducting feasibility/space needs studies.
6. Describe the firm's past performance with regard to cost estimates.
7. Describe the firm's past performance with regard to project completion on schedule.
8. List any sub-consultants whose services may be required for this project, if your firm is selected.

Selection Process

Proposals will be evaluated by the "City Hall Project Development Committee" which will make a recommendation to the City Council based on qualifications and experience, approach and methodology, references and fee proposal.

1. Proposal

The complete original proposal must be submitted in a sealed package and received in accordance with the instructions in the cover letter. All proposals shall be marked Space Needs Study for the Sterling City Hall and Police Department, RFP #B2008-2-3. Proposers shall file all documents necessary to support their proposal and include them with the proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address listed on the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

It is the sole responsibility of the PROPOSER to assure that they have received the entire Request for Proposal.

Proposers will be notified in writing of any change in the specifications contained in this RFP.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the City of Sterling. No employee of the City of Sterling is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

2. Right of Rejection and Clarification

The City of Sterling reserves the right to reject any and all proposals and to request clarification of information from any proposer. The City of Sterling is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

3. Request for Additional Information

Prior to the final selection, proposers may be required to submit additional information which the City may deem necessary to further evaluate the proposer's qualifications.

4. Denial of Reimbursement

The City of Sterling will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

5. Gratuity Prohibition

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City of Sterling for the purpose of influencing consideration of this proposal.

6. Right of Withdrawal

A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

7. Right of Negotiation

The City of Sterling reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

8. Right of Rejection of Lowest Fee Proposal

The City of Sterling is under no obligation to award this project to the proposer offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.

9. Exceptions to the RFP

Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City of Sterling, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

10. Indemnification

Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Sterling, its employees, and agents, from any kind of liability of any nature or kind in regard to the delivery of these services.

11. Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts and other documentation submitted by proposers shall become the property of the City of Sterling when received.

12. Copies

An original and two copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

13. Contacts

Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals should be directed to:

Scott Shumard
Interim City Manager
815-632-6623
Email: sshumard@ci.sterling.il.us

Technical Questions should be addressed to:

Vern Gottel
Director of Community Services

815-632-6625
Email: vgottel@ci.sterling.il.us

14. Contract

The contract between the City of Sterling and the contractor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto, and (2) the proposal submitted by the contractor in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the City of Sterling reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the contractor's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.

15. Termination of Contract

The City of Sterling may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the City of Sterling exercise its right to cancel the contract for such reasons, the cancellations shall become effective on the date as specified in the notice of cancellation sent to the contractor.

16. Conflict of Interest

The proposer covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The proposer further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

17. Compliance with Laws

In connection with the furnishing of supplies or performance of work under the contract, the Consultant agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

Proposers certify that all equipment, services and or goods provided to the City of Sterling comply with the Department of Justice ADA Title III Regulations.