

THE CITY OF

Kalamazoo (Mich.)

V-F



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PURCHASING/RISK MANAGEMENT DIVISION

241 W. South Street
Kalamazoo, Michigan 49007-4796
(616) 337-8020
Fax (616) 337-8448

REQUEST FOR QUALIFICATIONS (RFQ)

QUALIFICATIONS REFERENCE NO: 918-20-002/Cook
ISSUE DATE: July 23, 1998
QUALIFICATIONS DUE DATE: August 12, 1998 @ 4:00 P.M. Local Time
PROJECT: Public Safety Station Location - Consulting Services

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The City reserves the right to accept or reject any or all qualifications and/or proposals and waive informalities and minor irregularities in submissions received.

STATEMENT OF NO INTEREST

NOTE: If you DO NOT intend to submit a Statement of Qualification, please return this form immediately.

The Purchasing Division of the City of Kalamazoo wishes to keep its vendors list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry within the time set for the qualification opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this bidders list.

_____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).

_____ Specifications are unclear (explain below).

_____ We are unable to meet specifications.

_____ Insufficient time to respond to the Request for Qualifications.

_____ Our schedule would not permit us to perform.

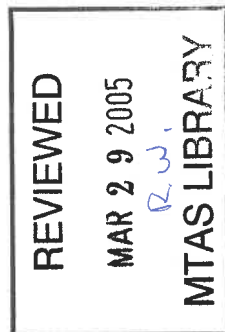
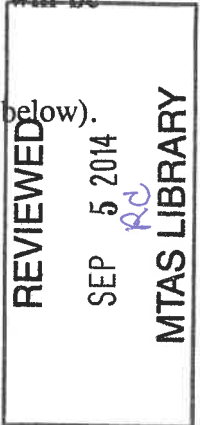
_____ We are unable to meet bond requirements.

_____ We are unable to meet insurance requirements.

_____ We do not offer this product or service.

_____ Remove us from your vendor list for this commodity or service.

_____ Other (specify below).



REMARKS: _____

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____

PHONE: _____ FAX: _____

ADDRESS: _____
(Street address) (City) (State) (Zip)

QUALIFICATIONS QUESTIONNAIRE

Please answer the following questions completely. You may submit answers on this form or as an attachment to this document, additional information (brochures, illustrations, etc.) will also be used in determining qualifications. If not using this form, please follow its format.

1. Firm name: _____
2. Established: Year _____ State _____
3. Type of organization:
 - a. Individual _____
 - b. Partnership _____
 - c. Corporation _____
 - d. Other _____
4. Former firm name(s) if any, and year(s) in business:

5. Home office business address and telephone number.

6. Branch office(s) if work will be performed there:

7. Personnel of firm who will be working on this job classification and pay plan. Attach resumes of key personnel:

NAME & TITLE	SPECIALTY	YRS EXPERIENCE	EXPECTED ROLE	OFFICE LOCATION

8. Total personnel of firm:
 - a. Professional: _____
 - b. Non-professional: _____

9. Attach a list of similar projects prepared over the past five (5) years. Include: project name, owner, contact person and phone number, description of plan, professional services provided and project size.
10. Identify job classification and pay plans in item 9 which most closely match the work required by the City of Kalamazoo.

11. Provide your understanding of the project and any special qualifications you bring to the project.
12. Prepare a time line showing the time allocated to major components of this work. This is for evaluation purposes and a firm time line will be requested at the time of contract award.
13. Identify any additional professional consulting service(s) or other subcontractor(s) you will use to work on this project and their expected role(s).

14. Provide hourly rates and multiplier (% markup on materials, if any) used to determine fees.

I hereby certify that all of the information provided is true and answered to the best of my ability.

Signed: _____

Name: _____

Title: _____

Date: _____

Phone: _____

Fax: _____

**REQUEST FOR QUALIFICATIONS
INSTRUCTIONS**

1. **EXAMINATION OF DOCUMENT** - Before submitting qualifications, firms shall carefully examine the requirements and shall fully inform themselves as to all existing conditions and limitations.
2. **PREPARATION OF REQUEST FOR QUALIFICATIONS** - The RFQ shall be legibly prepared in ink or typed. The qualifications submission shall be properly signed and the complete address of the firm given thereon. **Four (4)** copies shall be provided and submitted to:

City of Kalamazoo
Purchasing Division
241 W. South Street
Kalamazoo, MI 49007

Submissions shall be tightly sealed in an opaque envelope plainly marked SEALED REQUEST FOR QUALIFICATIONS and identified by project name, bid opening date and time. Envelopes opened by mistake due to improper identification will be so documented and resealed. The Purchasing Division will maintain and guarantee confidentiality of the contents until the specified opening date and time.

3. **EXPLANATIONS** - Any explanation desired by the firm regarding the meaning or interpretation of the RFQ and attachments must be requested in writing and with sufficient time allowed for a reply to reach all prospective firms before the submission of their qualifications. Any information given will be furnished to all as an amendment or addendum to the RFQ, if such information would be prejudicial to uninformed firms. Receipt of amendments or addendum by a firm must be acknowledged in the RFQ by attachment or by letter or telegram received before the time set for opening of qualifications. Oral explanation or instruction given prior to the opening will not be binding.
4. **WITHDRAWAL OF QUALIFICATIONS** - Qualifications may be withdrawn by written or telegraphic request or in person by an authorized representative provided their identity is made known and a receipt is signed for the submission. Once proposals are received they may not be withdrawn for at least **one-hundred twenty (120) days** after submission due date.
5. **LATE RFQ** - Any qualifications received at the office designated herein after the exact time specified for receipt will not be considered. NOTE: The City reserves the right to consider qualifications that have been determined by the City to be received late due to mishandling by the City after receipt of the qualifications and no award has been made.
6. **BROCHURES** - Illustrated brochures and professional records may be attached and submitted to augment data included in this questionnaire. If brochures include information requested in questionnaire, the questionnaire may reference the appropriate pages of the brochure.
7. **COMPLETENESS** - All information requested herein shall be submitted with the RFQ. Failure to do so may result in rejection of the RFQ as non-responsive.

INDEMNITY AND INSURANCE

The Contractor/Vendor shall defend, indemnify and save harmless the City of Kalamazoo, its officials, employees, departments, agents, boards, commission and volunteers against and from all claims, judgments, losses, damages, demands, payments, recoveries, legal proceedings and decrees of every nature and expense to persons or property occasioned, by the negligent acts or omissions of the Contractor, his/her agents, employees or subcontractors.

The Contractor shall furnish within fifteen (15) working days of Notice of Award, certificate(s) of insurance providing insurance coverage as follows:

- (A) Workers' Compensation Insurance - Covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers' Compensation Act, including Employer's liability of \$500,000.
- (B) Commercial Liability Insurance - Including premises and operations, including XCU coverage, if the nature of the contract requires XC or U work. Product and completed operations, contractual and independent contractor's protection with limits as follows:

Bodily Injury	Constructions *	Non-Construction
	\$1,000,000/ea	\$500,000/ea
	\$1,000,000 occurrence	\$500,000 occurrence
Property Damage	\$ 500,000 occurrence/	\$250,000 occurrence/
or	\$ 500,000 aggregate	\$250,000 aggregate
Bodily Injury/ Property Damage	\$1,000,000 CSL	\$500,000 CSL

- (C) Automobile Liability Insurance - Including owned, non-owned and hired motor vehicles as well as Michigan Property Protection Insurance as required by statute. Limits as follows:

Bodily Injury	If vehicles are required for construction work	If vehicles are not required for construction work
	\$ 1,000,000/ea	\$1,000,000/ea
	\$ 1,000,000 occurrence	\$1,000,000 occurrence
Property Damage	\$ 300,000 occurrence/	\$ 300,000 occurrence/
or	\$ 300,000 aggregate	\$ 300,000 aggregate
Bodily Injury/ Property Damage	\$ 1,000,000 CSL	\$1,000,000 CSL

The above requirements should not be interpreted to limit the liability of the Contractor under this contract.

ALL INSURERS SHALL BE EITHER LICENSED OR AUTHORIZED TO DO BUSINESS IN THE STATE OF MICHIGAN.

These coverages shall protect the Contractor, its employees, agents, representatives and subcontractors against claims arising out of the work performed.

THE CITY OF KALAMAZOO, ITS AGENTS AND EMPLOYEES SHALL BE INCLUDED AS ADDITIONALLY INSURED WITH RESPECT TO ALL LIABILITY POLICIES HEREIN.

A thirty (30) day cancellation clause with notice to the City of Kalamazoo shall be included; words modifying the cancellation clause such as "endeavor to" provide notice will be unacceptable and must be stricken.

It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.

*A partial list of construction activity for purposes of example are: demolition contractors, building contractors, commercial builders, electrical contractors, mechanical contractors, plumbing contractors, sign contractors, moving contractors and excavators.

SPECIAL INSURANCE REQUIREMENTS

The selected proposer shall provide insurance coverage as follows:

- A. General liability in the limits as noted on the attached insurance requirements sheet under the column titled NON-CONSTRUCTION.
- B. Comprehensive professional (errors and omissions) liability insurance with limits no less than \$500,000 aggregate which shall insure against acts which are in the nature of professional services performed by human resource consultants. If a contract is entered into, the Contractor shall maintain such insurance during the life of the contract.

PROJECT SPECIFICATIONS

1. Introduction

The City of Kalamazoo is seeking to pre-qualify four to six professional consultant(s) to submit proposals to conduct an extensive review of the current location of Public Safety stations and to make recommendations, supported by research data, on optimal locations for Public Safety stations that will maximize fire response and police services in the community.

2. Scope of Work

The City of Kalamazoo desires a recommendation on the number and location of its Public Safety stations that will provide maximum services to the community with cost and response time to be a consideration. To accomplish this objective, the City of Kalamazoo is seeking the services of a professional consulting firm to accomplish the following for the Department of Public Safety Services:

- A. Conduct a comprehensive review with recommendations on station locations, equipping, staffing and cost analysis for current and future public safety stations.
- B. Complete a cost analysis for a 12-hour verses and 24-hour station-assigned personnel, when considered with new or updated station construction.
- C. Prepare and conduct a meeting with City staff and officials to discuss the project specifics prior to the commencement of the project.
- D. Review and incorporate the 1997 Insurance Service Organization (ISO) rating study. It is the desire of the City to maintain or improve the current rating.
- E. Assimilate information and data received from the City's Community Development and Planning staff and the City's comprehensive plan, presently in the process of being updated.
- F. Examine mutual aid agreements and fire station locations in adjacent jurisdictions and provide recommendations on initial aid response agreements.
- G. Provide direction and assistance in developing a process for conducting community meetings relating to recommendations for Public Safety station locations. Determine the number of meeting required to accomplish this process.
- H. Incorporate the ideas and perspectives of Public Safety personnel as a part of this final recommendations.
- I. Review proposed recommendations with City administrative staff and officials when the report is 50-75% percent completed.
- J. Present the final recommendation and report to the Public Safety administrative staff and the Kalamazoo City Commission.

3. Background

In 1982, former police and fire departments merged into what is now recognized as the Department of Public Safety Services. All command and patrol officers are cross trained as Public Safety personnel. The department has an authorized personnel allocation of 327 full time employees. Divisions within the department include: Administration, Criminal Investigation, Operations (patrol and fire suppression), Service and KVET (drug enforcement) Currently, the department is divided into seven public safety zones and each zone having a station. Six of these stations house fire apparatus. All Public Safety officers report to a station for work. This also includes command and thirteen full time fire apparatus personnel working during any given shift.

The City of Kalamazoo has a population of 80,277 with a very strong neighborhood association network base.

4. EVALUATION OF QUALIFICATIONS

The Consultant will be evaluated on the following criteria which include but are not limited to:

- * Strong knowledge and experience in conducting similar assignments with emphasis placed on experience relating to police and fire operations and station location studies of this nature.
- * Established track record of successful public safety projects and studies.
- * Excellent communications skills (oral and written).
- * Strong organizational and public relations skills.
- * Demonstrated ability to seek and include citizen input into the Public Safety studies.
- * Experience of team leader of the project team.
- * Stability and resources of the firm.
- * Satisfaction of recent clients.

5. DESIRED QUALIFICATIONS

The consulting firms which shall be short listed will have thorough knowledge and extensive experience in the area of police and fire operations and direct experience with public safety personnel and the public. The consultant(s) should have direct experience in conducting comprehensive studies as they relate to the public sector, particularly with police and fire operations of the size of the City of Kalamazoo.

6. QUALIFIED STAFF

The consultant's staff must be educated and comprehensively experience in police and fire operations and must demonstrate a general knowledge of Kalamazoo and the surrounding area as it relates to services provided by the Department of Public Safety Services.

7. POST QUALIFICATION INFORMATION

After review of qualifications, the City may request interviews and further information or clarification in selected areas. Requested information shall be provided by the proposer either in writing or by oral presentation at no additional cost to the City.

Firms short-listed through the Request for Qualifications process will be requested to submit a proposal for performing the Public Safety Station Location Study.

8. QUESTIONS

Questions relative to general submission requirements be addressed to Patricia Cook, Purchasing Buyer, at (616)337-8442. Questions relative to the scope of work of this particular project may be addressed to Assistant Inspector, Richard Amsbury, at (616) 337-8280.