



REQUEST FOR PROPOSALS

JULY 31, 2020

RFP FY21-5 DESIGN SERVICES AND CONSTRUCTION ADMINISTRATION FOR A 100 YARD SHOOTING RANGE

Section 1: Introduction

1.1 Purpose of Request

The City of Council Bluffs (City) is requesting written qualifications from architecture/ engineering firms (Firm) to provide professional design services and construction administration of a 100 yard shooting range. The Firm is to provide, at a minimum: qualifications of employees who will work on this project, past experience on similar projects, and demonstration that the intent of the project is understood.

Any Firm interested in submitting a proposal must submit a Letter of Interest to Kim Riebe, Purchasing Officer, via email (kriebe@councilbluffs-ia.gov) no later than August 17, 2020 at 2:00pm. The Letter of Interest must contain, at a minimum, an e-mail address for a contact at the Firm and a minimum of four (4) email addresses for references, preferably of clients for whom you have performed similar services.

1.2 Background

The City of Council Bluffs is a growing, vibrant community of 62,500, making it the largest city in southwest Iowa and the second largest in the Omaha Metro. The Southwest Iowa Training Center, including the existing three firearms ranges, was built in 2005. The facility was and continues to be jointly owned by the City of Council Bluffs and Pottawattamie County. The day to day operations are taken care of by the Council Bluffs Police Department. The building has 2-25 yard, 10 lane indoor ranges, an outdoor, 50 yard 10 lane range, 3 classrooms, 3 offices, a kitchen/break room, gun cleaning room, and storage areas. There was a 100-yard rifle range in the original plans, but was not included due to limitations in funding at the time. The footprint of the facility is sufficient to allow the addition of a 10 lane, 100-yard range without the acquisition of additional property.

RFP Approximate Timeline (all times shown in this document are CST)

RFP issued: July 31, 2020

Non-mandatory tour: August 10, 2020 at 1:00 pm

Q&A Ends: August 17, 2020, 2:00 pm

Letter of Interest and References Due: August 17, 2020, 2:00 pm

Proposals Due: August 24, 2020, 10:00 am

Award Project: September 28, 2020, 7:00 pm, City Council Meeting

Anticipated Project Schedule:

Contract Negotiation – Week of September 7, 2020
Contract Execution / kick-off meeting – Week of September 28, 2020
Field Explorations / Further Site Review as necessary – October 2020
Preliminary Plans / Permitting – November 2020
95% Design – December 2020
Bid Letting – January 2021
Construction Start – February 2021
Project Completion – May 2021

Section 2: Project Information

2.1 General

The selected Firm must be an equal opportunity employer and be licensed to practice in the state of Iowa.

For Firms who want to see the current training facility, there will be a non-mandatory site tour on August 10, 2020 at 1:00 pm at: 10073 192nd Street, Council Bluffs, IA 51503. Because of COVID restrictions, Firms are only allowed to have one representative attend the walk through.

The City of Council Bluffs reserves the right to accept or reject, either in whole or part, any and all submittals in response to this request, to waive irregularities, or take whatever action deemed necessary to protect the City's best interests.

The City reserves the right to allow alterations, modifications or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFP.

In accordance with Iowa open records laws, all material submitted regarding this proposal becomes the property of the City and materials/documents are available for public inspection after the final selection has been made. As property of the City, the City has the right to use the information contained in the submittal. Any information deemed proprietary must be marked as such. It will then be reviewed by the City's attorney to determine if it is proprietary, according to Iowa law. Firms shall not mark entire proposals as proprietary.

The City is not responsible for any costs incurred by the Firm prior to conveying this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation with the prior written consent of the City. During the project, the Firm will only be reimbursed for expenses which are approved in advance by the City. The City will not reimburse for

travel, fuel, per diems, or any other miscellaneous expenses incurred that had not been previously agreed upon.

The City reserves the right to make reference checks with any client listed in the documents for further information and verification of the Firm's qualifications. The City reserves the right to request clarification of information submitted and to request additional information of one or more Firms, either orally or in writing.

Proposals will be considered from Firms normally engaged in providing and performing services as specified in this RFP. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City.

According to the City of Council Bluffs Municipal Code 1.40, discrimination of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age or mental or physical disability is prohibited in any form. This extends to any and all partner agencies and contractual obligations.

Any questions regarding this proposal shall be submitted to kriebe@councilbluffs-ia.gov by August 17, 2020 at 2:00 p.m. Any questions received via phone, in person, or after that deadline will not be addressed by any city personnel. Any changes or additions to the RFP information will be emailed to each Firm who has submitted a "Letter of Interest" no later than 3:00 p.m. August 18, 2020.

By submitting a Proposal, the Firm declares that the submission is made without any previous understanding, agreement or connections with any persons, Firms or corporations making a competing submission on the same project, and that it is in all respects, fair and in good faith without any outside control, collusion, or fraud.

Insurance and Indemnity Requirements: To the extent permitted by law, the Firm shall indemnify and hold harmless the City of Council Bluffs, its agents, boards and employees from and against all loss, cost damages, expense and liability of any kind arising from the willful or negligent acts, errors or omissions of the Firm in the performance of professional services provided to the City.

The Firm further agrees to purchase and maintain insurance during the life of any contracts entered into with the City.

2.2. Scope of Services

Iowa Code and City Policy will govern the bidding for the work contained in the future project. The coordination of this project will be through the Police Department, but is jointly owned and funded by Pottawattamie County.

Presentation of report documents and communication with the Owner is to be determined.

The Firm shall be responsible for providing professional services in support of the construction of a 100 yard shooting range employing a traditional design-bid-build methodology. Services may include, but are not limited to, the following:

- Project Management
- Site Analysis (including surveys)

- Schematic Design Phase Services
- Design Development Phase Services
- Contract Document Development
- Construction Administration and Observation
- Post Construction Warranty Review
- Structural Engineering Expertise, preferably in-house
- The ability to work exclusively with Action Target throughout the duration of the project including, but not limited to all Owner Responsibilities, as defined below
- Conduct meetings with City staff and contractor to ensure project goals are met and project is managed within the allocated budget;
- Prepare, submit and monitor necessary permits and permitting process

The plan for this project is to add a 100-yard outdoor rifle range adjacent to the current 50-yard outdoor range. The new range will share the outside wall with the current outdoor 50-yard range. The original design of the building included this planned range. There is some dirt work that was completed at the time of the original construction.

A primary goal of the design must be to guard the tax payers' investment by using high durability materials, low maintenance finishes, efficient lighting and evaluating every other aspect of the building – all while working within the budget constraints.

The new range will use a range and target system developed by Action Target, which is also the same system the current range uses. The City will directly purchase the system. The project will also involve an outbuilding (range house), additional driveway(s), and fencing that will tie into the existing site plan. It will also require the ability to work very closely with Action Target. Firm will be responsible to coordinate with Action Target for Action Target's responsibilities, as defined below.

ACTION TARGET RESPONSIBILITIES:

1. Consultation and recommendation of optimal range design.
2. Design of ranges for complete ballistic containment.
3. Procurement, engineering, cutting and painting of ballistic steel plate.
4. Manufacture of targets and control systems.
5. Provision of sound attenuation material and installation as part of range design a called out on ATI drawings.
6. Design, engineering, and supply of HVAC systems provided by ATI.

Firm will be responsible to oversee and account for all Owner Responsibilities in the bid documents for the Action Target System and other site amenities. The following list is not all-inclusive, but intended to provide the Firm with a basic project understanding.

OWNER RESPONSIBILITIES:

1. Engineered stamped drawings for all hanging points, seismic engineering/components and/or ATI provided equipment.
2. Permits, licenses, special insurance requirements, bonds (when applicable), taxes, regulatory costs, or any other special fees unknown at this time.

3. Concrete work including road/walkway/sidewalk slabs, footings, and walls, floor trenching and wall notching (if applicable).
4. Structural work of any kind, including structural supports, canopies, shade structures, etc.
5. Engineering of ceiling or roof structures, trusses, beams cross-members, columns or pillars to accommodate baffle, trap, target systems, lighting and HVAC equipment weight loads. Weights and load points will be provided in ATI drawings for utilization by the general contractor, engineer or architect.
6. Drop ceiling behind the safety ceiling at the firing line or other light fixtures in this area.
7. Heating, ventilation, and air conditioning (HVAC), unless HVAC services are specifically priced into quotation as being supplied by ATI.
8. Gas piping.
9. Temporary power (including 3 phase, if necessary).
10. Temporary lighting.
11. Supplying of electrical services, electrical outlets, conduit(s), junction boxes, disconnects, stub-outs and lighting of any kind. Range lighting shall be provided by general contractor or owner.
12. 120-volt power to the control panel, control conduits, and dedicated analog phone line to DDC panel, labor to assist ATI's control technician with pulling in all necessary low voltage cable (all control conduits are required to have pull strings installed prior to arrival of ATI's start-up technician), labor and hardware to install DDC control panels in the building and on the roof, dedicated 120-volt circuit to the control pipe and wire for the evaporative cooler section fill and drain valves.
13. Power and disconnect switches to all equipment per local code and manufacturer's requirements on the equipment, VFDs for the electrical contractor to mount and wire (ATI will only supply low voltage wire connections).
14. Range lighting controls and wiring.
15. Gas, water, and drain piping to the ventilation equipment set by ATI;
16. Life safety devices including duct smoke detectors.
17. Lead control & reclamation prior to, at the time of install, or thereafter.
18. Equipment off-loading at job site upon arrival and subsequent transfer of equipment into range facility from off-loading site or equipment storage area.
19. Cutting, coring, sealing and/or patching of any wall surfaces, roof surfaces, and or concrete (if applicable).
20. Additional fees related to "customization" of product or work otherwise identified as "custom".
21. Action Target MUST have temporary internet access at the facility to program HVAC controls. HVAC maintenance personnel must be present for commissioning to learn troubleshooting for post sign-off.
22. Provision of suitable, protected location for air compressor (if applicable).
23. Any other work, materials or equipment that is not expressly included in the ATI Work.
24. Disposal of construction waste.
25. Control Room details – Use current 50-yard range room as a reference.
26. Roller type, electronically powered garage door – similar to existing door on 50-yard range.
27. Grading – to include finish grading for proper water relief.
28. Sod or seeding of area surrounding the newly constructed site.

2.3 Content of Proposal

Proposals are limited to thirty (30) total 8.5 x 11 pages of content. Items not included in the page limitation include: front and back covers, tabs, table of contents, and cover letter. The evaluation

committee will independently evaluate the merit of proposals received in accordance with the evaluation criteria outlined below. Proposal shall include:

1. Firm information including: name, address, telephone number and e-mail address of Firm; type of business organization, years in business, and primary contact.
2. A description of the Firm and its history, including relevant qualifications and special expertise that can be applied to this project.
 - Project experience over the last seven years with respect to similar facilities completed by the named Firm. Project list should include:
 - Contact person, including name, position, and phone number
 - Completion date
 - Construction cost
 - Individuals assigned to the project
 - Change order performance (expressed as a percentage of the construction cost)
3. Names and roles of the key personnel to be involved on the project, including the principal-in-charge, and project manager. For each, provide resumes indicating special expertise and relevant project experience. If sub-consultants are to be used on the project, list similar information regarding their experience and personnel who would be working on the project. It is understood that the Firm's team may change. For the sake of continuity in the design of the projects and the flow and content of information, prior to any changes in personnel, the City would need to approve such change(s).
4. Provide a detailed description of Firm's approach to providing services during each phase of the project, including but not limited to design, construction and warranty period.
5. Schedule for performing work described herein. Do NOT submit any fees as part of this proposal.

2.4 Proposal Submittal

Each submittal should include four (4) hard copies and one (1) electronic version. Submittals shall be delivered in a sealed envelope labeled "**RFP FY21-5 DESIGN SERVICES AND CONSTRUCTION ADMINISTRATION FOR A 100 YARD SHOOTING RANGE**" along with the firm's name. Proposals received after the submission deadline will not be evaluated. Submittals can be mailed or hand delivered to:

City of Council Bluffs
Attn: Kim Riebe, Purchasing Officer
209 Pearl Street
Council Bluffs, Iowa 51503

Section 3: General Selection Process

All submittals will be evaluated by the City's selection committee based on the following criteria:

CITY OF COUNCIL BLUFFS, IA, RFP FY21-5

1. Team qualifications (includes project team roles / responsibilities / use of sub-consultants (weighted at 30%)
2. Record and History of Past Experiences on Similar Projects (weighted at 30%)
3. Reference checks (10%)
4. Project Approach and Understanding (weighted at 30%)

Upon completion of the selection process, the City will commence negotiations with the selected Firm to establish a final scope of services and an appropriate fee to be paid to the Firm for such services. If an agreement cannot be made, negotiations will be suspended and may commence with any other Firm.

The City Attorney shall prepare the final agreement between the City and the selected Firm. The selection committee will forward a final recommendation for selection to the City Council for their consideration and approval.