

Request for Qualifications

Minot Central PSAP Transition and Implementation Project
City Hall Rehabilitation Project 4466

The City of Minot Police Department is requesting qualification submittals for technical and professional consulting services as it relates to the transition and implementation of a new Public Safety Answering Point (PSAP). The Minot Central PSAP is responsible for emergency services in the Ward County, North Dakota. Location for project is at 15 2nd Avenue SW in downtown Minot. The building is the former Wells Fargo building.

The work will generally include PSAP Facility Planning and Coordination, additional RFP Development, Vendor Contracts and Equipment Procurement, Vendor Coordination and Project Management. The work may also include future needs assessment and recommendations.

Funding for part of this project will come from federal HUD Community Development Block Grant National Disaster Resiliency (CDBG-NDR) Grant dollars. The consultant will have to follow CDBG-NDR regulations and will need to coordinate work with the City of Minot Engineering, City of Minot Police Department and City CDBG-NDR office. All work must take into account the compliance with CDBG-NDR rules and regulations as well as any other HUD, State and/or Federal funding requirements. CDBG-NDR contract language will need to be incorporated into the consultant contract and any bidding documents. Attention of respondents is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, taking affirmative steps to use small, minority-owned and women-owned businesses in subcontracting, Segregated Facility, Section 109, Title VI and EO 11246.

Department Contacts

Prospective responders who may have questions regarding this Request for Qualifications may email, or write:

Captain Justin Sundheim
Minot Police Department Operations Commander
PO BOX 5006
Minot, ND 58702-5006
Email: justin.sundheim@minotnd.org

Submission of Qualifications

All submittals must be sent to and received by:

Captain Justin Sundheim
Minot Police Department Operations Commander
515 2nd Ave SW
PO BOX 5006
Minot, ND 58702-5006

Responses to the request for qualifications must be submitted to the Minot Police Department by 4:00 pm May 13, 2022.

The firm must submit 2 written copies and one digital copy in PDF format. The RFQ must be labeled "Qualifications Submittal for Minot PSAP Transition and Implementation– City Project 4466".

SCOPE OF WORK

General

The general scope of work is as follows:

Conduct an initial project planning meeting with representatives from the City of Minot/Minot PSAP, project architect(s) and other local stakeholders. Following is a list of topics for discussion and tasks to be completed as a part of this Phase:

1. Facility Construction – Discuss the applicable standards for construction including NFPA, APCO and NENA. Review architectural renders and specifications. Provide feedback to include but not necessarily limited to the following areas of expertise:
2. Space Planning & Layout – Discuss the appropriate amount of space required to accommodate the dispatcher/call taker workstations, back-room communications equipment and common areas based on other similar facilities and available standards from NFPA, APCO and NENA.
3. Facility Infrastructure – Discuss the special HVAC, electrical, audio, video, security and other
4. Radio Communications Systems – Determine how the new communications center will connect with the existing public safety radio communications system including any need for a new tower site at the communications center, wireless links, etc....
5. Develop an Analysis Report outlining the features and function of the required equipment and how it fits into the existing and future operations of the PSAP along with preliminary cost estimates for the following elements of the new PSAP:
 - i. 911 Telephone System
 - ii. Administrative Telephone System
 - iii. Modular Dispatch Furniture
 - iv. Radio Communications Control Consoles
 - v. Radio Communications Infrastructure Changes/Requirements
 - vi. Voice Logging Recorder
6. Vendor Contracts/RFP Development and Equipment Procurement. Following the initial planning and coordination phase, consultant will begin to develop specifications

for the required communications equipment for the new PSAP and communications center. This task will specifically include the following elements:

- i. 911 Telephone System
- ii. Administrative Telephone System
- iii. Modular Dispatch Furniture
- iv. Radio Communications Control Consoles
- v. Radio Communications Infrastructure Changes/Requirements
- vi. Voice Logging Recorder

- b. Once the specifications are approved by representatives from the City of Minot/Minot Central Dispatch, when requested, consultant will oversee and manage the procurement process on behalf of the customer assuring compliance with all applicable standards and regulations
- c. It will ultimately be the City of Minot's decision as to whether the RFP documents are issued by consultant or by the city's purchasing department.

Z. Project Management-The following services may be included:

- a. Coordinate pre-construction meetings with vendors to ensure project details and requirements are understood and address any outstanding issues prior to the start of work.
- b. Coordinate with the PSAP facility architect, contractor, subcontractor(s), construction project manager to assure schedules are synchronized with regard to equipment delivery and installation.
- c. Confirm project schedule with involved vendors
- d. Confirm the ordering of appropriate and essential equipment with vendors
- e. Establish a final acceptance inspection plan for all equipment included in the project as it relates to the PSAP.

CONTRACTING OF SERVICES

The Consultant and City will negotiate a scope and fee for the consultant to perform the scope of work listed above and any other required services based upon negotiation and project needs.

The resulting contract will not exceed a maximum, agreed up fee for services and will include all expenses, outside services, and sub-consultants. There shall be no markup on any expenses, outside services, or sub-consultants. The fee schedule and scope shall meet HUD rules and regulations governing necessary and reasonable cost standards.

The Consultant shall carry insurance at all times at an amount acceptable to the City and consistent with HUD requirements.

Partial funding for this part of the project will come from National Disaster Resiliency Grant funding (CDBG-NDR). The consultant will have to follow CDBG-NDR regulations and will need to coordinate work with the City of Minot Engineering Department and City Disaster Recovery office. Any work must take into account the compliance with CDBG-NDR rules and regulations as well as any other HUD, State and/or Federal funding requirements. CDBG-NDR contract language will need to be incorporated into the consultant contract and any bidding documents where CDBG-NDR funds are identified as a funding source, will require strict compliance with CDBG-NDR rules and regulations. Attention of respondents is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, taking affirmative steps to use small, minority-owned and women-owned businesses in subcontracting, Segregated Facility, Section 109, Title VI and EO 11246.

STATEMENTS OF QUALIFICATIONS

SUBMISSION REQUIREMENTS

Format of Proposed Statement

In order to conduct a reasonable and efficient evaluation of prospective firms, the City requires that firms prepare Statements of Qualifications (SOQs) that are clear and concise, and which follow the format outlined below. SOQs shall be written and submitted on **typewritten, 8-½" x 11" paper**. Margins shall be no less than 1" around the perimeter of each page. Font size shall be no less than 11-point type. The SOQ shall contain a Table of Contents that cross-references each requirement with specific page in the SOQ.

Page Limit

The SOQ shall be limited to 20 pages printed front and back, not including the covers. Resumes and references can be included in an appendix and will not count against the page limit.

Submittal Requirements

The firm must submit 2 written copies and one digital copy in PDF format. The RFQ must be labeled "Qualifications Submittal for "Minot City Hall Rehabilitation – City Project 4466".

In addition, the Submittal Form and Debarment Form shall be included in the SOQ appendix.

Deadline for Submission

Statements of qualifications (SOQ) from consulting firms must be submitted to the Minot Police Department by 4:00 pm May 13th, 2022. Late SOQs will not be accepted.

Statement of Qualification Organization

All qualification statements shall be organized in the following manner:

Section 1: Company Background Information

Company Profile: Provide a general description of the company, a brief history of the firm, with particular regard to the number of years in business and the number of years of specific relevant experience. Identify office locations, number, and type of personnel available to serve the City. Provide the name of the principal contact person at the company to whom all questions should be addressed.

Key Personnel: Each prospective firm must submit a list of key personnel, their areas of expertise, licenses and certifications, and a description of the manner in which the project tasks will be organized within the firm. The firm's project manager must be identified and provide full qualifications for that individual to lead this project. The firm's practice leads must be registered design professionals in the State of North Dakota. All support personnel must be identified with their respective roles enumerated. Provide complete resumes for all key personnel along with an organizational chart.

Section 2: Project Understanding and Approach

The proposal must demonstrate that the proposer understands the scope of the overall work of the Minot Central Dispatch Transition and Implementation.

Section 3: Project Experience

The SOQ must identify at least three projects of similar size and general scope to the Minot Central Dispatch Transition and Implementation project that have been previously completed by the respondent.

Section 4: References

A minimum of three (3) client references of past projects with similar size and general scope must be included. Provide contact information for the references.

Section 5: Supplemental Information

Respondents are encouraged to submit any other information which they deem useful in presenting their related abilities and qualifications.

SELECTION CRITERIA

The SOQ will be examined and evaluated based on the factors presented below. It is the responsibility of the consultant to provide information, evidence, or exhibits which clearly demonstrate the ability to satisfactorily respond to project requirements and the factors listed below.

A. PAST PERFORMANCE

Performance on previous similar work performed for the City of Minot.

B. ABILITY OF PROFESSIONAL PERSONNEL

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications, and experience of the proposed personnel. Specific project experience relevant to this scope of services must be demonstrated by showing the personnel's roles and responsibilities for those previous projects.

C. WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS

D. RECENT, CURRENT, AND PROJECTED WORKLOADS OF PERSONS OR FIRMS

E. RELATED EXPERIENCE ON SIMILAR PROJECTS

Relevant experience with office building rehabilitations and remodel. Emphasis will be given to consultants that demonstrate experience with governmental building planning, design, and construction services.

EVALUATION PROCEDURE

1. All SOQs will be reviewed and evaluated based upon the combination of factors regarding the SOQ submitted and the evaluation criteria set forth in the RFQ. Upon review, a contract may be developed with a firm. If the City and the selected firm are unable to reach a mutually negotiated agreement, the City shall terminate negotiations with the selected firm and begin negotiations with another qualified firm.

ADDITIONAL REQUIREMENTS

City Contact

If you have a question or suspect an error, you must immediately notify the Project Contact identified in this section. Do not discuss the solicitation or your proposal, directly or indirectly, with any City officer or employee other than the City Project Contact. Only written answers to questions either by email or written correspondence shall be allowed and be binding on the City. Any and all questions submitted in writing will be answered regarding the project and will be posted on the City of Minot website. www.minotnd.org

Captain Justin Sundheim
Minot Police Department Operations Commander
PO BOX 5006
Minot, ND 58702-5006
Email: justin.sundheim@minotnd.org

The City of Minot will open SOQs at the due date, time and delivery location. Prior to the due date, you may mail or hand-deliver proposals, modifications, or withdrawals. We do not allow email, fax, or other electronic submissions. We must physically receive submissions as specified; it is not sufficient to show you mailed or commenced delivery before the due date and time. We will not consider proposals, modifications, or withdrawals submitted after the due date and time. All times are City of Minot local times.

Public Records and Requests for Confidential Treatment

SOQs become the property of the City of Minot and these and late submissions will not be returned. Your SOQ will be open to the public under North Dakota Century Code Chapter 44-04-17.1 through 44-04-31. We will disclose the successful Vendor's name and the substance of the SOQ.

Reservations

You must read and understand the solicitation and tailor your response and activities to ensure compliance. We reserve the right to amend the solicitation, reject any and all responses; to award by item, group of items, or grand total; and to waive minor defects. We may request a clarification; inspect your premises; interview staff; request a presentation; or otherwise verify the contents of the response, including information about sub-consultants and suppliers. We may request Best and Final Proposals when appropriate. We will make all decisions on compliance, evaluation, terms, and conditions, and shall make decisions solely in the best interests of the City. This competitive process requires that you provide additional information and otherwise cooperate with us. If you do not comply with requests for information and cooperate, we may reject your proposal. You have no right to an award by submitting a response. We are not responsible for and will not pay any costs associated with the preparation and submission of your response. If you are the awardee, you shall not commence, and will not be paid for any billable work prior to the date all parties execute the contract, unless approved in writing in advance by the City Engineer.

Governing Law and Forum

North Dakota law and rule govern this solicitation and any resulting contract. You must bring any action relating to this solicitation or any resulting contract in the appropriate court in North Dakota. We do not allow binding arbitration as a method of dispute resolution.

Acceptance of Responses

The City reserves the right, in its sole discretion, to waive minor irregularities in Responses. A minor irregularity is a variation of the RFQ, which does not give one party an advantage or benefit not enjoyed by the other parties, or adversely impacts the interest of the City. Waivers, when granted, shall in no way modify the RFQ requirements or excuse the party from full compliance with the RFQ specifications and other contract requirements, if the party is awarded the contract.

Exceptions and Deviations

Proposers taking exception to any part of any section of the solicitation shall indicate such exceptions on the Response and shall be fully described. Failure to indicate any exception will be interpreted as the Proposer's intent to comply fully with the requirements as written. Conditional or qualified Responses, unless specifically allowed, shall be subject to rejection in whole or in part.

Nonconforming Terms and Conditions

A Response that includes terms and conditions that do not conform with the terms and conditions in the RFQ is subject to rejection as non-responsive. The City reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its Response prior to a determination by the City of non-responsiveness based on the submission of nonconforming terms and conditions.

Expenses Incurred in Preparing Offers

The City accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of a response or offer. Such expenses shall be borne exclusively by the Proposer.

Proprietary Information

All submittals become public information. The Submitter should not include any information considered proprietary or confidential.

Additional Information

Questions concerning the RFQ document must be submitted in writing to the City of Minot, Attn: Captain Justin Sundheim, PO Box 5006 – 515 2nd Ave SW, Minot, North Dakota 58701, via email at justin.sundheim@minotnd.org . Questions will be received through May 13th, 2022, at 4:00 p.m. Responses to all questions will be distributed in writing via email to all known Proposers and will be posted to the City of Minot’s website (www.minotnd.org). Proposers are cautioned that any statements made by the contact person that materially change any portion of the RFQ shall not be relied upon unless subsequently ratified by a formal written amendment to this RFQ.

Debarment

By submitting a Proposal, the Proposer must certify by signing below, that it is not currently debarred from submitting Proposals for contracts issued by any political subdivision or agency of the State of North Dakota or the Federal government and that it is not a person or entity that is currently debarred from submitting Proposals for contracts issued by any political subdivision or agency of the State of North Dakota or the Federal government.

Company _____

Address _____

Contact Person _____

Telephone
Number _____

Email Address _____

**THE CITY OF MINOT
REQUEST FOR QUALIFICATIONS
SUBMISSION FORM**

Company _____

Address _____

Contact Person _____

Telephone _____

Number _____

Email Address _____

NOTE: It is the Proposer's responsibility to provide adequate information in their proposal package to enable the City to ensure that the Proposal meets the required criteria. Items listed in the package shall be in the same order as listed in the specifications. Failure to do so could result in the rejection of the Proposal.

EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of the City, or members of his/her family, including spouse, parents, or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any similar form of remuneration on account of the act of awarding and/or executing this contract.

CONFLICTS OF INTEREST

The Proposer [] is [] is not aware (mark one box) of any information bearing on the existence of any potential organizational conflict of interest.

COLLUSION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal laws and can result in fines, prison sentences, and civil damage awards. I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of the proposal and certify that I am authorized to sign for my company.

Date _____

Name (Printed) _____

Title _____

Signature _____