



Request for Qualifications # 274-2024-CM-05

Title: Request for Architectural/Engineering Firms to Provide Design Services for a New Raleigh Police Department Evidence Facility

Construction Management – Public Safety & Special Project Division

Proposal Due Date: 10/31/2023 not later than 4:00 PM EST

ADDENDUM NO. 1
Issue Date: 10/12/2023

Issuing Department: Engineering Services, Construction Management Division

Direct all questions concerning this RFQ as listed:

Project Name	Project Manager, Email Address, Phone
New Raleigh Police Department Evidence Facility	Conrad Merced, Project Manager Conrado.Merced@raleighnc.gov (984) 218-3472

City of Raleigh
Addendum No. 1 to 274-2024-CM-05 RFQ

To: All Proposers

This Addendum, containing the following additions, questions, and RPD program study, is issued prior to receipt of submittal packages and does hereby become part of the original RFQ documents and supersedes the original RFQ documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the following additions, questions, and RPD program study to the RFQ as listed below. Acknowledge receipt of this addendum within the Firm's cover letter.

Questions:

The deadline to submit questions is **10/20/2023**

- 1- "Has there been a planning study or feasibility study completed for this project?".
Response: An internal planning study was completed, including a cost modeling exercise. The designer is expected to engage in validating the program. See supplemental language in the RFQ under Appendix VII Section 1.3.
- 2- "Is RPD "CALEA" certified? Will the evidence facility be certified?
Raleigh Police Department is CALEA (Commission on Accreditation for Law Enforcement Agency) certified. The new evidence facility will be required to be CALEA-certified.
- 3- "Will there be any forensics involved in processing?".
Response: Yes, vehicle forensics is possible for intake vehicles. Processing will take place in the vehicle bays. For general information; most forensics will be processed off-site forensics, however, some test firing will be conducted on-site.
- 4- "Is there any special level of hardening, above the NCRC code?".
This will be determined during the design process.
- 5- "Is the MWBE information evaluated as part of the Team Firm, Experience & Qualifications, criteria 30 points?".
Response: No, MWBE participation is encouraged for qualifications-based selection but there is currently no aspirational goal established.
- 6- "Will the confidential submittal be received at the same time as the electronic and paper copies or after?".
Response: Yes, refer to Appendix VI.
- 7- "Has a project design and construction schedule been determined?".

Response: Only a general schedule is in place. The CIP funding escalates for five (5) years to completion.

- 8- "Will this project be design-bid-build?"

Response: No the delivery method will be CMAR. See the RFQ, page 13, section 4.

- 9- "Have environmental assessments and geotechnical engineering already been completed or should the design team have these on their team?"

Response: The design team will include a survey, Geotech, and any other site related to evaluations required for the scope of the project.

- 10- "Can we visit the existing PD evidence area?"

Response: Due to security reasons, walk-thru of the existing facility will not be allowed at this time.

- 11- "Will the proposers be notified when references are returned to the City?"

Response: Firms may reach out to the City within two (2) days of the deadline or contract their references to inquire if the city has issued receipt of reference. As a general note, the City will respond to the e-mailed reference acknowledging receipt.

- 12- "Will the initial program document be provided? Could help with providing similar experience!"

Response: Yes, an internal Space Needs document is included in this addendum.

Registered Firms Listing

- 1- AMT Engineering – Austin Carpenter
- 2- Withers Ravenel – Jed Byrne
- 3- Becker Morgan – Ernie Olds
- 4- Moseley Arch – Josh Bennett
- 5- Moseley Arch – Megan Garrett
- 6- Davis Kane Arch – Jimmy Edwards
- 7- McAdams – Jason Galloway
- 8- F & R – Shane Wycuff
- 9- PAGE – Jeff Scott

Attachments

Attachment 1 -Pre-submittal Conference Presentation

Attachment 2 - Pre-submittal Sign-in sheet and Registry

Attachment 3 – RPD Evidence Space Needs

ENGINEERING SERVICES
CONSTRUCTION
MANAGEMENT

2024-CM-05

RFQ

Pre-Submittal
Conference

Oct 10, 2023



Raleigh





Agenda

2023-PRCR-01 RFQ

- Sign in & General Information – Mandatory for Submitting
 - Project information, Pre-submittal sign-in, Addenda eVP website
 - Introduce Project Engineers
 - RFQ submittal schedule
- Submittal – Deadline
 - Packaging qualifications
- MWBE Participation Form
- Label Tabs for Projects Submission
- Evaluation Criteria
- Scope of Work
- Break and Q&A (Please write your questions)



Sign-in & Introductions

Sign-in sheet: Please fill out

Notification: This meeting is being recorded. Addendum issued following the conference eVP Website.

Introductions: Construction Management

Project Name	Project Manager, Email Address, Phone
New Raleigh Police Department (RPD) Evidence Facility	Conrad Merced, Project Manager Conrado.Merced@raleighnc.gov (984) 218-3472



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RFQ Schedule

Schedule Highlights

Deadline for Written Questions: 10/20/2023

Submittal Due Date and Time: 10/31/2023 by 4:00 pm*

Interview Week (anticipated): 12/06/2023 – 12/08/2023

Refer to the RFQ solicitation for more information



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Submittal

See Submittal Checklist (Appendix VI)

Proposal Packages Requirements:

Submit all documents in a sealed envelope. Complete and enclose the checklist provided as Appendix VI to the submittal package with the name of the submitting company, the RFQ number, and the RFQ title.

- A. Paper Submittal: **Two (2)** signed hard copies of the proposer's qualifications package including MWBE documentation, Appendices, and all other required documentation. Do not include Financial Statements and hourly rates within this submittal package. See the Confidential Submittal below for instructions.
- B. Electronic Submittal: **Two (2)** electronic versions, viewable and printable, portable document file formatted (PDF) files on separate flash drive storage devices. Do not include Financial Statements and hourly rates within this electronic submittal. See the Confidential Submittal below for instructions.
- C. Confidential Submittal: **One (1)** hard copy and **One (1)** electronic version, viewable and printable Portable Document File format (PDF) flash drive storage device containing financial statements listed in Section 2, Tab 2, and an hourly rates schedule (Appendix I) placed in a separate, sealed envelope, marked confidential.
- D. Refer to Appendix III – Reference Questionnaire Submittal requirements for submittal requirements.



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Submittal - Delivery

<u>DELIVERED BY US POSTAL SERVICE MAIL:</u>	<u>DELIVERED BY OTHER SERVICES:</u>
Attn: Ms. Alondra Roata City of Raleigh Engineering Services/Construction Management Division PO Box 590 Raleigh, NC 27602-0590 (Allow adequate time for US postal service delivery)	Attn: Ms. Alondra Roata City of Raleigh, Engineering Services/Construction Management Division One Exchange Plaza 219 S. Fayetteville Street, Suite 801 Raleigh, NC 27602



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MWBE Participation

APPENDIX IV

MWBE PARTICIPATION FORM

IDENTIFICATION OF MWBE PARTICIPATION FOR PROFESSIONAL SERVICES

The Identification of MWBE Participation Form captures information regarding MWBE participation in the providing professional services as defined by NCGS §143-64.31. et seq. MWBE participation is encouraged for all City of Raleigh contracting opportunities. Please refer to the City's MWBE Policy for any contract specific requirements. *Copy this Form as needed.*

COMPANY NAME			
PROJECT NAME		CITY DEPARTMENT	
PROJECT NUMBER		RFQ SUBMITTAL DATE	

Section 1: PROFESSIONAL SERVICES PROVIDED – PRIMARY CONTRACTOR

☐ CONTRACT IS FOR PROFESSIONAL SERVICES. Please complete the following:

COMPANY NAME			
PROFESSIONAL SERVICES PROVIDED	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Partnership Construction	<input type="checkbox"/> Design- Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk	
<input type="checkbox"/> PRIMARY CONTRACTOR IS MWBE	Classification: _____ <input type="checkbox"/> Certified with NCHUB <input type="checkbox"/> Certified with NCDOT-DBE	RESIDENT FIRM	<input type="checkbox"/> YES <input type="checkbox"/> NO

*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantage (D)

Section 2: PROFESSIONAL SERVICE PROVIDER – MWBE SUBCONTRACTORS

Complete the chart below for all MWBE subcontractors that you intend to use for this Contract regardless of dollar amount.

COMPANY NAME			
PROFESSIONAL SERVICES PROVIDED	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Partnership Construction	<input type="checkbox"/> Design- Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk	
MWBE CLASSIFICATION		RESIDENT FIRM	<input type="checkbox"/> YES <input type="checkbox"/> NO

*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantage (D)



Raleigh

Project Submittal

Tab 1: Cover Letter

Provide an introduction letter summarizing the unique qualifications of your firm to meet the needs of the project. This letter should be presented on the firm's official letterhead, including a signature by an authorized representative who has the authority to enter into a contract with the City on behalf of the firm. Include the name, address, telephone, and email address of the individual who serves as the point of contact for this solicitation. The cover letter **must include the full Firm name as registered with the NC authorizing agency**, mailing address(es), website address, telephone number(s), and licensure number(s). Include a numerical listing for each issued addendum and acknowledge receipt of each addendum.

The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.



Evaluation Criteria

- 1) Corporate Background and Experience
- 2) Financial Stability
- 3) Project Understanding
- 4) Project Approach
- 5) Team Members, Experience and Qualifications
- 6) Legal or Technical issues



Scope of Work

Building and site programming

- Building area of +/- 30,000 sf
- Secure exterior area of +/- 25,000 sf

Evidence storage processing

Training areas and workspaces

Overflow capacity areas

Secure loading docks

Secure site entry and site perimeter

Total Project (Fees and Construction) = \$35m

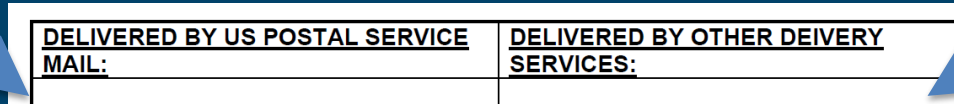


Break – For Q&A



Written Questions

Deadline for Written Questions | 10/20/2023
Final Addendum Publication | 10/24/2023
Submittals Due | 10/31/2023 by 4:00 pm



<u>DELIVERED BY US POSTAL SERVICE MAIL:</u>	<u>DELIVERED BY OTHER DEIVERY SERVICES:</u>
Attn: Ms. Alondra Roata City of Raleigh Engineering Services /Construction Management Division PO Box 590 Raleigh, NC 27602-0590 (Allow adequate time for US postal service delivery)	Attn: Ms. Alondra Roata City of Raleigh Engineering Services/Construction Management Division One Exchange Plaza 219 S. Fayetteville Street, Suite 801 Raleigh, NC 27602

Raleigh Police Department Evidence Facility
Pre-Submittal Conference

Meeting Date: **October 10, 2023**

Time: **1:00 p.m.**

Location: **Halifax Community Center**
1023 Halifax Street, Raleigh NC 27604

	Name	Organization	Phone	E-Mail
1	Austin Carpenter	AMT Engineering	(304) 940-0177	acarpenter@amtengineering.com
2	Jed Byrne	Withers Ravenel	980-428-4591	JByrne@withersravenel.com
3	ERNIE OUDS	BECKER MORGAN	910 341 7600	eouds@beckermorgan.com
4	Josh Bennett	Moseley Arch	919 848 0891	jbennett@moseleyarchitects.com
5	Melvin Gorrett	Moseley Arch	" " "	mgorrett@moseleyarchitects.com
6	JIMMY EDWARDS	DOX KONE ARCHITECTS	919.779.2802	JEDWARDS@DOXKONE.COM.
7	JASON GALLOWAY	McAdams	919.616.4672	galloway@mcadamsco.com
8	Shane Wycuff	F&R	919-902-8824	swycuff@fandr.com
9	JEFF SCOTT	PAGE	919-815-8254	jscott@pagethink.com
10				

	Raleigh Police Department, Evidence Facility								
	2023-03								
COUNT	ROOM NAME	NET AREA (SF) EXISTING	NET AREA (SF) NEW	ADJACENCY	NET/GROSS INCREASE	TOTAL GROSS AREA (SF)		Notes	Growth
	In-Take Area								
1	Service Counter/ Security		30	Processor Work Station	1.35	41	sf	countertop, allow for future operations 24 hours	
1	Pre-check Lost & Found overnight/ Jail Hold	115	140	Lobby	1.35	189	sf	Standard shelving units, bins with lids	20%
1	Pre-check overnight Room Large Evidence	110	130	Lobby	1.35	176	sf	Warehouse style shelving - bins with lids, refrigerator	20%
1	Pre-check overnight lockers	110	0	Remains at Downtown		0	sf	include refrigerator	
1	Packaging Pickup Storage (Officers)	120	145	Lobby	1.35	196	sf		20%
1	Lobby / Waiting Area	125	125	Secured Building Entry /Service Counter	1.35	169	sf	waiting 2-4 people	
1	Found Property Storage	595	715	Lobby / Service Counter	1.35	965	sf		20%
1	Found Bikes Storage	940	940	Service Counter / Found Property	1.35	1269	sf		
1	Jail hold Storage	180	220	Lobby / Service Counter	1.35	297	sf		20%
1	Training Room		160	Lobby / Service Counter	1.35	216	sf	4-8 people	
	Evidence Processing - Admin								
1	Packaging Supplies Storage	140	170		1.35	230	sf		20%
1	Packaging Assembly		60	Packaging Supplies Storage	1.35	81	sf	work table, carts, etc.	
13	Evidence Technicians Work Stations	620	65		1.35	1150	sf	full and part time staff, include room for pre-processing carts	60%
1	Manager's Office	180	120		1.35	162	sf	According to COR standards	
1	Pre-processing cart storage	400	450	Adjacent to Evidence Techs	1.35	608	sf	2- tier cart 50-55 carts	20%
1	Evidence Reviewing Room	120	120	adj to processing and Lobby	1.35	162	sf	Outside Personnel, controlled access	
1	Evidence Card Storage	150	210	adjacent to processing	1.35	284	sf		40%
1	Computer Forensic Lab	676	700	adjacent to processing	1.35	945	sf		40%
	Evidence Processed								
1	Gun Evidence (Vault)	350	700		1.35	945	sf		100%
1	Bike Evidence Storage	775	1000		1.35	1350	sf		20%
1	Major Crimes Evidence Storage	2370	2850		1.35	3848	sf	50% moveable storage system	20%
1	Refrigerated Evidence Storage	70	140	adj to major crimes	1.35	189	sf		100%
1	Rape Kit Storage	410	500	adj to major crimes	1.35	675	sf		20%
1	Trial prep - Work Table	25	35	centralized	1.35	47	sf		
1	Small Drug Vault	1170	1410		1.35	1904	sf	moveable storage system, ventilation system	20%
1	Large Drug Vault	505	610		1.35	824	sf	Tall shelving units, ventilation system	20%
1	CCBI - Transfer		150		1.35	203	sf	Designated area near loading dock	
1	Small Evidence Storage	1940	2330		1.35	3146	sf	moveable storage system	20%
1	Large Evidence Storage	5000	6000		1.15	6900	sf		20%
2	Vehicle Processing Bay		1200		1.15	1380	sf	4 - 5 vehicles, overhead doors, vehicle lift	

1	Exterior Evidence Storage				0	0	sf	24,000 sf show on site	
1	Loading dock staging Internal		200		1.35	270	sf		
1	Evidence loading dock - secured		450		1.15	518	sf	1 vehicle	
1	Loading dock		450	I&F, jail, auction	1.15	518	sf	1 vehicle	
1	Destruction Room	565	680	loading docks	1.35	918	sf	warehouse storage racks	20%
1	Test Fire Room (handguns only)	55	55		1.35	74	sf		
	Building Commons								
2	Restrooms		150		1.35	405	sf		
1	Break Room		100		1.35	135	sf		
1	Mechanical		200		1.35	270	sf		
1	Electrical		100		1.35	135	sf		
1	IT/Security		75		1.35	101	sf		
					Building Total				
						31,890	sf		