

**Municipal Facility Design Services RFQ  
Questions and Answers**

Monday, July 16, 2012

1. Could you please tell me the size of your police and fire staff as well as municipal staff in existing building?
  - A. Police - 31 Full Time and 13 Reserves  
Fire - 27 Full Time and 1 Part Time  
City Hall - 20 Full Time, \*6 Mayor & Council, \*1 City Attorney, \*2 Judges, and \*1 Prosecutor  
\*The Mayor has an office and the Judges and Prosecutor have a shared area
2. Are there any specialized areas in the Police building? (booking and Intake, holding, communications, evidence and processing, etc)?
  - A. The Police Department currently has a holding facility, evidence processing and storage facilities, records retention facilities, locker and report writing areas for Patrol, CID offices, armory, a communications center, and equipment rooms for technology (9-1-1, CAD, etc).
3. Is a building program available for any of the elements of the proposed project?
  - A. Please refer to the [Assessment Report](#).
4. Will programming by the selected consultant be required for any of the elements of the proposed project?
  - A. Yes
5. What elements will the “police department offices” contain? Is this an entirely new headquarters for the police department?
  - A. Please refer to the [Assessment Report](#).
6. How many sworn officers (authorized and actual) and civilian staff does the police department have? Same question for the fire department?
  - A. This is answered in Question #1
7. Is a boundary survey of the City’s property for the project available?
  - A. Please refer to the [Assessment Report](#).

8. The RFQ makes reference to the consultant providing GIS capabilities; can you elaborate on the proposed scope of work in this area?
  - A. We would like to know if you have GIS capabilities within your firm.
9. The RFQ makes reference to a guaranteed maximum price, but refers to a general contractor. Is it the City's intention to hire a construction manager at risk?
  - A. We will seek the advice from the selected architect on project delivery methods.
10. Does the city have any population growth projections that will need to be factored into the design of the project?
  - A. Please refer to the [Assessment Report](#).
11. Will there be changes to the space planning of the existing building? (as there is usually space planning required in a new building)
  - A. Please refer to the [Assessment Report](#).
12. Will there be upgrades to the finishes in the existing building?
  - A. Yes
13. Will these projects break out individually once they go out to bid for the general construction?
  - A. We will seek the advice from the selected architect on project delivery methods.
14. Can you please clarify section a and ii? In section a, the City is requesting information on key personnel and it is also stated in ii – identification of key staff. Do you want resumes of key personnel in both section a and ii?
  - A. No
15. Also, there is no place to showcase past/current projects. Will that not be included in the RFQ?
  - A. This is up to the architect's discretion.
16. Is there any M/WBE goals for the above mentioned RFQ?
  - A. No