



**NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PROFESSIONAL SERVICES FOR A
MUNICIPAL FACILITY SPACE NEEDS ASSESSMENT**

TO: ALL PROSPECTIVE RESPONDENTS

FROM: BETTY BERGSTROM, CITY ADMINISTRATOR

**SUBJECT: REQUEST FOR QUALIFICATION FOR:
Professional Services for a Municipal Facility Space Needs
Assessment**

DATE: February 6, 2023

The City of International Falls is seeking the professional services of a qualified and experienced consulting team for a Municipal Facility Space Needs Assessment. This study will involve working with City staff and decision makers to identify needs and develop options that ensure high efficiency work places now and into the future. Please be aware that more than one site may be assessed as part of this initiative, including Police, Fire, Ambulance, and Public Works.

All submittals must be received at the location below by 4:00 P.M. on April 6, 2023.

City Administrator, City of International Falls
Attn: RFQ-Municipal Facility Space Needs Assessment
600 Fourth Street
International Falls, MN 56649

All questions related to this RFQ shall be directed to Betty Bergstrom, City Administrator by emailing bettyb@ci.international-falls.mn.us or by phone at (218) 283-7983.

The City of International Falls reserves the right to reject any and all qualifications.

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**Request for Qualifications
for
Professional Services for a
Municipal Facility Space Needs Assessment
for the City of International Falls**

The City of International Falls is seeking the professional services of a qualified and experienced consulting team for a Municipal Facility Space Needs Assessment. This study will involve working with City staff and decision makers to identify needs and develop options that ensure high efficiency work places now and into the future. Please be aware that more than one site may be assessed as part of this initiative.

The project is preliminarily expected to include:

- Police Department
- Fire Department/Ambulance Service
- Public Works

The expectation is that the consultants will guide City staff in planning buildings that are customer focused, integrated, and that reduces barriers between the functions when appropriate. It is envisioned that there will be shared space and services, and traditional barriers will be reduced. Every effort will be made to identify areas of collaboration and cooperation between the services envisioned for the facility, allowing for growth for these services as well as new services in the future. The goal is to serve the citizens of City of International Falls in an effective, cost conscious manner.

The project will be conducted in phases, beginning with this Phase I planning study. At the sole option of the City and pending funding, the project may proceed to Phase II, which is the design process including schematics, design development and construction drawings. The final component is Phase III or Construction/Construction Management, again at the sole option of the City and pending funding. The City reserves the right to utilize the firm selected for the Phase I planning study in future phases, or the City may choose to move to another firm at its sole option.

Background

The existing City of International Falls Police Space, Fire/Ambulance Station, and Public Works Buildings are aging facilities, are not designed to meet their current functions, and are in need of replacement. Additionally, appropriate space for staff work areas, collaborative spaces, meeting spaces, and storage are at a premium at these facilities leaving little to no opportunity to grow or adjust to changing service demands.

As a starting point in assisting interested consulting teams in understanding the physical scope of the project we provide here an overview of the facilities being replaced:

Current Police Department Summary:

In 1981, the International Falls Police Department entered into a lease agreement with Koochiching County. The Police Department utilizes both dedicated Police Department space (approximately 750 square feet) and shared spaces, which total approximately 4340 square feet. This footage includes office space, various shared spaces, and garage space. The facility currently provides workspace for 12 full-time officers, eight part-time officers, one School Resource Officer, and one Administrative Assistant. In addition, the Police Department utilizes a county impound lot/heated garage and Police Department workout space, both of which are located off-site on two separate properties.

Current Fire Department/Ambulance Service Summary:

The International Falls Fire Department and International Falls Ambulance Service currently operate in tandem out of the same facility utilizing cross-over employees from both departments to provide services. Our base of operation is our main fire station that was originally constructed in 1937 with an addition of an apparatus bay in 1978. We also utilize the former South Falls Fire Hall as a substation, used primarily for storage of equipment and back-up or second line apparatus. South Falls Fire Hall was constructed in 1978. The fire department currently operates 7 large apparatus, 1 utility/grass rig, and 2 ancillary vehicles. The ambulance service currently operates 4, type 3 ambulances. We currently roster 6 full-time fire personnel and 26 paid on-call fire personnel on the fire side and 6 full-time Paramedics and 20 paid on-call EMT's on the ambulance side. Our current facilities are not big enough to accommodate everything we need to run a modern service delivery model for both storage of apparatus, equipment and supplies *and* personnel needs such as; office space, locker rooms, sleeping area, adequate kitchen and dining and training areas both indoors and out.

Current Public Works Summary:

The International Falls Public Works Department (PWD) has 17 fulltime employees, that are mainly housed in two locations as well as 4 fulltime employees that are located in other job specific locations. The PWD has 10 buildings that are of various sizes and located throughout town and the buildings are of various ages from late 1930 to 1970's.

The City acquired one main shop when the City of International Falls and South International Falls consolidated. The Water Shop houses Water Distribution, Sanitary Sewer, and Storm Sewer together on one property with a main shop and a storage garage. The Street garage property houses an administration office, mechanic shop, and electrician garage with two separate heated equipment garages and three cold storage buildings.

Objectives

City staff have identified these guiding principles to serve as the foundation for the planning process. These guiding principles include: Welcoming to the Community, Efficient and Effective, Clear Communication, Sustainable, Functional and Flexible, Healthy, Safe and Fiscally Responsible.

Key study objectives include:

- Design welcoming, well-organized facilities oriented to serving our community; improve staff moral and public spirit in our community.
- Engage project stakeholders during all architectural and design phases.
- Design high-quality facilities that reflect our values of innovation, collaboration and excellence.
- Design a building plan and site plan that is functional for current services and flexible for future changes to services while also promoting efficiency and effective ways for our departments to provide an efficient quality service.
- Design meets or exceeds requirements for ADA, building and zoning codes, and wellness goals.
- Design spaces that are safe, secure and welcoming while providing a great public experience.

Scope of Initial Phase I Work

Utilizing staffing level projections, space guidelines, city services and other relevant information provided by City staff, the selected consultant will produce a space needs analysis report for each building. Each project shall include a narrative describing:

- Project scope
- Project need
- Locations
- An estimated cost in current dollars for design, construction, property acquisition, FF&E (furniture, fixtures and equipment), technology, and contingency fees to meet the needs of the identified planning work.
- Outside funding sources for planning and implementation

The City of International Falls anticipates the selected firm will design and lead a process consistent with the work program outlined below. Consultants may suggest deviations to this work program that would better achieve project goals.

Inventory and Assess Needs

In addition to reviewing existing City documentation, the consultant will collect additional data necessary to provide a baseline for a needs analysis and plan recommendations. This includes but is not limited to:

A. Identifying Current Facility Conditions and Deficiencies

- Age of Facility
- Structural Issues
- Size (sq. ft.)
- Number of Staff
- Equipment
- Mechanical Equipment and Controls
- Locations
- Storage
- ADA Compliance
- Utility Costs
- Hours of Operation
- Photos

B. City Population and Growth Projections

C. Space Needs

- Meet with staff to gain understanding of specific needs
- Review staffing levels and assess work spaces based on existing standards
- Evaluate upgrading current facilities vs. new joint facility
- Evaluate equipment, material and operational storage (short and long term)
- Evaluate collaborative space needs
- Evaluate parking spaces for city vehicles and the public
- Evaluate AV and IT infrastructure and functionality

D. Future Facility Needs

Synthesis/Schematics

Information from the Inventory and Assessment of Needs will generate recommendations based on the goals and objectives identified. At a minimum, recommendations should address the following elements:

- Determine the ability of the existing buildings to meet the programmatic and operational space requirements
- Develop preliminary site design layouts that provide solutions that address short-term and long-term deficiencies, opportunities, relates to each guiding principles
- Develop cost estimates for each proposed solution
- Develop a plan how to handle unused buildings and properties

Statement of Qualifications (SOQ) Submittal Requirements

The selection committee will appreciate proposals that are direct and to the point. The length of the proposals should be limited to no more than 20 pages.

A brief overview of the company and its experience in providing identified services to local governments. If subcontractors are used, please provide the same information for each subcontractor. The name(s) of key personnel who would be assigned to the project, if selected, and a biography for each person.

Relevant Experience:

Description of the project team's experience and capability in the following areas:

- Police Facility planning and design
- Fire Station planning and design

- Public Works Facility planning and design
- Experience in designing security systems in a building of mixed occupancy if available
- Cross-departmental collaborative ventures

References for recent similar projects, including the date and cost of services performed and contact information for an owner’s representative having knowledge of the lead firm’s work. Provide information on the anticipated and completed project schedules and any potential reasons for delay.

Anticipated Schedule:

It is desirable to complete the scope of work as quickly as possible. The lead firm’s estimate of the time required to complete the work will be a consideration in the consultant selection process. The proposal shall include a statement or chart showing the anticipated schedule. This schedule should identify the components of the scope of work, and any other tasks deemed necessary or desirable, and include provisions for review by City staff and other members of the Steering Committee and project Working Groups.

Request for Qualifications advertised	February 6, 2023
Site Tours available	March 6 – 10, 2023
Statement of Qualifications due	April 6, 2023 – 4:00 P.M.
Interviews (if necessary)	April 10 – 14, 2023
Anticipated award date	May 1, 2023

Submittal Schedule:

An original and six copies, and one electronic copy of the proposal must be submitted in a sealed envelope, marked with the RFQ title, “Professional Services for A Municipal Facility Space Needs Assessment” to the City Administrator, City of International Falls, 600 Fourth Street, International Falls, MN 56649 by 4:00 P.M. Monday, April 6, 2023. Statement of Qualifications received after the date and time specified in this RFQ will not be considered.

The City of International Falls reserves the right to reject any or all qualifications or to request additional information from any or all applicants as determined to be in the best interest of the City.