



RFP No.

REQUEST FOR PROPOSALS

Consulting Service for

City of Riverside Police Department (RPD) Headquarters & RPD Facilities Siting Study

3900 Main Street

City of Riverside

Issued Date:

**Due before**

Issued by:

Robert Wise

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CITY OF RIVERSIDE

GENERAL SERVICES DEPARTMENT

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## **I. INTRODUCTION**

The City of Riverside (City) has experienced significant growth over the past nine years growing from 303,871 to an estimated 324,727 making the City the 12<sup>th</sup> most populous city in California. The population density is nearly 4,000 people per square mile, with the population of 18 and under making up .25% of the population and those in the age range 25-44 making up 27% of the population. Over the past ten years, the population has grown at a rate of around 1%, and is expected to continue near the same rate over the next few years. The City has 28 designated neighborhoods and a total area of approximately 81.5 square miles. California State Route 91 traverses the length of the City and the Interstate 15 travels through the northeastern side of the City.

The City is exploring various options for developing a new police headquarters within the city that optimizes operational services to the community. The Riverside Police Department's current headquarters is located at 4102 Orange Street, a two-story building that also has a basement level with approximately 30,000 square feet in use. Once housing all the policing functions for the City, it now operates as policing headquarters primarily limited to administrative functions, including police management, accounting, personnel services and records. However, the facility is also used by field officers for pre-booking arrestees and booking items of evidence. While the useful life and function of the structure has lapsed, its strongest asset is its location. The current headquarters building is adjacent to the county jail, a block away from the criminal courts building and accessible to the Riverside Community Hospital. The headquarters building is owned by the County of Riverside and is leased to the City, however the lease for the facility is scheduled to terminate August 14, 2028. The lease may be extended for an additional term; however, the County has indicated its desire to maintain ownership of the property.

Other RPD facilities include the Magnolia Street Station, which is located in the western end of the city and houses the Department's detectives, the training staff, Internal Affairs, Dispatch, the four Neighborhood Policing Centers, a records bureau, a community room and a conference room. The headquarters building and the Magnolia Street Station are the primary facilities that are open to the public during regular business hours. After hours and on weekends, police services accessible to members of the public are limited to patrol and dispatch.

The Department also has the Lincoln Street Station at 8181 Lincoln Street, in the central part of the city. Field Operations (Patrol and Traffic) operate from the Lincoln Street Station, as does the bomb squad and hazardous materials response. There is also a firearms range used for firearms training and qualification. Both the Magnolia Street and Lincoln Street stations have fueling stations for police vehicles.

Finally, the Department has one smaller facility located at 7020 Central Avenue, near the Riverside Airport. This facility houses the Department's Aviation Bureau and the METRO (SWAT) team.

The replacement of the RPD headquarters building was identified as a principal need in the campaign for Measure Z, (a sales tax measure to improve City infrastructure approved by City residents) and was widely discussed with voters prior to the passage of that measure. The budget for the new policing headquarters is approximately \$35 million. City staff has identified a few

potential sites for the proposed headquarters, but has not made a final selection of the site, size or operation of the headquarters facility.

Given evolving trends in policing (e.g. technological innovations, predictive modeling, etc.), and actual RPD data (e.g. geographic distribution of calls for service, travel patterns of patrols, etc.), and other considerations (e.g. fiscal impacts, customer service needs, etc.), the City is seeking a policing consulting firm with significant experience in successfully providing, federal, state and municipal policing agencies guidance in developing strategic plans to meet current and future policing needs. The consulting firm must also consider how the existing RPD facilities work together as a system and whether there are additional facility needs the City should consider in addressing current and future policing in Riverside. The selected consulting firm will work with the General Services Department, RPD Administration and City staff to develop a plan considering the current policing needs of the City and trends for policing into the future.

## **II. BACKGROUND**

Over the past several years, the Police Administration has worked with City staff in identifying potential sites for the construction of a proposed fifty thousand square foot facility that would house Police Administration and a neighborhood station. Most of the sites identified for potential development of the joint facility have been outside the downtown core. Recent staff discussions have considered the development of a smaller administration office in the downtown and a police station that would serve the downtown outside the downtown core. Questions of future policing trends in general have generated questions regarding the most effective and efficient development and placement of the new facility.

## **III. SCOPE OF SERVICES**

The City is seeking responses to a Request for Proposal (RFP) for consulting services from firms that are experienced, responsible, capable, and most qualified in the present and future needs in policing. The City intends to hire the most qualified consultant for providing consulting services for advanced policing consultation. Services shall include but are not limited to:

- Based on the both the current and future needs of the City of Riverside, what policing functions should the headquarters provide, what would be an efficient size for the headquarters facility and based on an articulable matrix of service to the community, provided recommendations for its location.
- Provide an evaluation of existing policing facilities specifically and public safety facilities in general.
- Make recommendations based on the size of the City and current growth projections for type of policing models specifically and public safety models in general the City could best implement to service the public.
- Considering the both current and future growth rates and population densities, provide recommendations where policing facilities may be located

within the City.

- Analyze existing policing facilities and whether current facilities are located in suitable locations to effectively serve the community, and contribute to efficient use of labor hours.
- Provide analysis on the practicality of shared public safety facilities and their effectiveness in meeting community safety needs.
- Provide analysis on the advantages and disadvantages of a large signal facility verses separate administrative office and policing facility
- Officer response times and availability considering facility locations and travel conditions within the City.
- Emerging technologies that may influence discussions today
- Two scheduled meetings with City staff and police administration, One meeting in a community form, and one presentation to City Council

The Consultant is required to work with City staff, City Administration and Police Administration in developing the specific need requirements of the City in developing a plan to achieve a forward-looking plan that captures both the current and future needs of policing for the City of Riverside.

#### DELIVERABLES

- Written report providing expert advices, including applicable graphs, maps or other visual aids on the items of scope of the RFP
- Presentation to Community, City Administration and City Council on finding of study

Qualified Consultants shall perform the general and specific tasks as described in the Scope of Services section of this Request for Proposals. The City intends to select the most qualified Consultant for the Project. The City's screening and Selection Committee shall evaluate submittals based on professional expertise in architectural consulting services with the specialty of designing forward thinking police facilities.

**The budget for Consulting Services is projected not to exceed \$50,000.**

#### NON-MANDATORY PRE-SUBMITTAL CONFERENCE & SITE VISIT

A non-mandatory Conference and Site Visit will be held on [REDACTED] at the Riverside Corporation Yard, Located at 8095 Lincoln Avenue, Riverside 92504

#### IV. STATEMENT OF QUALIFICATIONS CONTENT

**Please provide the City with a concise presentation of your firm's qualifications, which includes the following information and any other specific material that is important in considering your firm as the primary consultant for the Riverside Police Headquarters.**

**The cover letter shall:**

1. Confirm that all elements of this RFP have been reviewed and understood
2. Include a summary of the Consultant's qualifications
3. Identify a single person for contact during the review process
4. Include a timeline, with completion dates

The cover letter shall be limited to two (2) pages.

**Understanding and Approach:**

This section should demonstrate an understanding of the Scope of Services. It should describe the general approach, organization, and staffing required for the services to be performed.

**Company Information:**

This section shall include relevant Consultant's information, including the address and telephone number of the Consultant's main office and any branch offices that will be participating in this study.

Consultant shall identify the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). Members of the Consultant's professional team (managers, contact person, etc.) should be identified by name and title, and should include contact phone numbers. Major subcontractors (if any) and their degree of involvement should be included.

Provide a Statement of Qualifications and resume of all personnel that will be performing the services for the Consultant. The Statement of Qualifications must include:

- a) Name and title
- b) Description of education
- c) General experience, including total years in specialty experience with in consulting governmental policing or public safety operations.
- d) Description of experience with police facilities
- e) Years of employment in field and with Consultant
- f) Specialized education and training related to specialty area
- g) Any prior public agency experience
- h) Any certifications, professional designations, or other information that will assist

in evaluating qualifications

**Qualifications and Experience:**

The Consultant shall provide a list of services previously performed similar to those requested in this RFP.

**SELECTION AND EVALUATION**

**Selection:**

The City reserves the right to amend, withdraw, and or cancel this RFP. The City reserves the right, without qualification, to reject any or all submittals to this RFP at any time prior to contract execution. The City reserves the right to request or obtain additional information about all submittals. All submittals become the property of the City.

**Evaluation Criteria:**

It is imperative that the Consultant's submittal fully addresses all aspects of this RFP. It must clearly express the Consultant's understanding of the City's specific requirements and indicate the Consultant's qualifications to conduct these services in a thorough and efficient manner.

All submissions will be evaluated according to the following criteria:

- a) Qualifications of the firm and its managers
- b) Brief resume(s) of similar past projects
- c) Demonstrated experience providing consultation to other policing departments.
- d) An understanding of the trends affecting future policing needs.
- e) References from previous policing agency clients.
- f) Understanding of the Scope of Services requested

**Evaluation Process and Criteria:**

Each Statement of Qualifications will be evaluated by an evaluation panel using the following criteria:

|                                       |     |
|---------------------------------------|-----|
| Consultant Qualifications             | 40% |
| Policing Agency Consulting Experience | 40% |
| References                            | 10% |
| Pricing                               | 10% |

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**Total Possible:**

**100%**

The City may, at its sole discretion shortlist the top firms contingent upon the number of respondents and request interviews as a part of the assessment of qualifications. The City may score the interview(s) and notify the consultants regarding the scoring criteria before interview sessions are scheduled. Consultant(s) may be asked to discuss in detail the content of their Statement of Qualifications.

**Contract Terms:**

Contractual terms applicable to Consultant and all sub-consultants will include but are not limited to the following:

- a) Not-to-exceed price for these services.
- b) Liability insurance requirements.
- c) Scope of Services.
- d) Schedule of Fees.
- e) Identification of personnel, contractors and subcontractors.
- f) No substitution of key personnel without prior written approval by the City.

**Contract Award:**

**The City may invite the most qualified firms to submit a proposal for consideration. The contract, if awarded, will include the Scope of Services and a not-to-exceed contract price as negotiated with the selected Consultant. All terms and conditions of the Agreement (Exhibit "A") are non-negotiable.**

The successful Consultant will be required to sign a Professional Service Agreement (Exhibit "A"). Consultant must meet all insurance requirements reflected in the Sample Agreement.

Failure to execute the Agreements and furnish the required insurance within the required time period shall be just cause for the recession of the award. If the successful Proposer refuses or fails to execute the Agreements and/or provide the required insurance, the City may award the Projects to the next qualified Proposer. The successful Proposer will also be required to obtain and pay for all licenses necessitated by Proposer's operations. Prior to performing any services, Proposer and its subcontractors shall be required to have a City of Riverside Business Tax Registration valid for the life of the Projects; and provide evidence of appropriate license.

Should the Consultant have concerns about meeting any requirements of this RFP, the Consultant shall include a clearly labeled subsection with individual Statement of

Qualifications specifically identifying the concerns and exceptions.

The City reserves the right to reject all Requests for Proposals and to waive information and minor irregularities in any Request for Proposals received.

The selected firm shall not consider negotiating or changing the terms of the Agreement (Exhibit "A"). Any attempt to change the terms of the Agreement will deem the selected firm non-responsive and their proposal will be rejected.

## V. SUBMITTAL, INSTRUCTIONS AND MISCELLANEOUS

### **Inquiries:**

All requests for clarifications, changes, exceptions, or deviations to the Scope of Services, Terms and Conditions set forth in this RFP and to schedule on-site visits should be submitted at least seventy two (72) hours before the due date in writing and emailed to: **Robert Wise, Senior Project Manager**, [rwise@riversideca.gov](mailto:rwise@riversideca.gov)

To ensure fairness and avoid misunderstandings, **all communications must be in written format** and addressed **only** to the individual set forth above. Any verbal communications will not be considered or responded to. Written communications should be submitted via e-mail to the address provided above. All questions received will be logged and reviewed and if required, a response will be provided via an addendum to the RFP.

**ANY COMMUNICATIONS, WHETHER WRITTEN OR VERBAL, WITH ANY CITY COUNCILMEMBER OR CITY STAFF OTHER THAN THE INDIVIDUAL INDICATED ABOVE (SPECIFIC TO THIS REQUEST FOR QUALIFICATIONS), PRIOR TO AWARD OF A CONTRACT BY CITY COUNCIL, IS STRICTLY PROHIBITED AND THE PROPOSER SHALL BE DISQUALIFIED FROM CONSIDERATION.**

Please note: The City shall not be liable for any expenses, which may include, but are not limited to, preparation of the Request for Proposals or related information in response to this RFP, negotiations with the City on any matter related to this RFP and costs associated with interviews, meetings, travel or presentations incurred by any Consultant in relation to the preparation or submittal of the Request for Proposals. Additionally, the City shall not be liable for expenses incurred because of the City's rejection of any submittals made in

### **Submittal Date and Time:**

All Request for Proposals are due **before** . This time and date is fixed and extensions will not be granted. All Request for Proposals not submitted before the deadline will be rejected.



## **Addenda & Notifications**

Unless otherwise specified, any addenda issued during the time of bidding must be acknowledged and will be made part of the contract. An addendum may be acknowledged by signing its cover page and submitting the signed page as a digital file with the rest of the response or by acknowledging via the bidding website. Failure to acknowledge an addendum using one of the allowable methods will automatically deem your proposal non-responsive. Addenda notifications will be provided via email to those subscribed on the City of Riverside Electronic Bidder's List.

## **Ambiguities**

Due to the nature of Requests for Proposals, the City reserves the right to request additional information prior to awarding an agreement. Additionally, the City also reserves the right to clarify any statement of qualifications or information provided to the City in the documents submitted by any prospective firm.

## **Request for Proposals and Submittal:**

All Request for Proposals shall be signed by a duly authorized representative of the Consultant. The name and mailing address of the individual executing the Request for Proposals must be provided.

Request for Proposals shall be submitted on or before the date and time indicated herein.  
**LATE SUBMITTALS WILL NOT BE CONSIDERED.**

**All Proposals must be submitted prior to the deadline to [rwise@riversideca.gov](mailto:rwise@riversideca.gov)**

## **RFP Protest Procedures**

A Prospective firm may file a written protest with the City's Purchasing Services Manager no more than five (5) calendar days following the posting of the first of two following items on the City's website: a notice of intent to award the RFP, a City Council or Board of Public Utilities agenda item to award the RFP. The written protest must set forth, in detail, all grounds for the protest, including without limitation all facts, supporting documentation, legal authorities and arguments in support of the grounds for the protest. All factual contentions must be supported by competent, admissible and credible evidence. Any matters not set forth in the written protest shall be deemed waived. Any protest not conforming to this procedure shall be rejected as invalid.

The Purchasing Services Manager shall review the merits and timeliness of the protest and issue a written decision to the Protestant within seven (7) calendar days of receipt of the protest. The decision of the Purchasing Services Manager may be appealed to the CFO.

The Protestant may appeal the decision of the Purchasing Services Manager to the CFO by filing a letter of appeal within ten (10) calendar days of the date of the Purchasing Services Manager's decision. The letter of appeal should be addressed to the CFO and shall set forth,

in detail, all grounds for the appeal, including without limitation all facts, supporting documentation, legal authorities and arguments in support of the grounds for the appeal. All factual contentions must be supported by competent, admissible and credible evidence. Any matters not set forth in the letter of appeal shall be deemed waived. Any letter of appeal not conforming to this procedure shall be rejected as invalid.

The CFO shall review the merits and timeliness of the letter of appeal and issue a written decision to the Protestant within fourteen (14) calendar days of receipt of the letter of appeal. The decision of the CFO is final.

The Protestant may appeal the decision of the CFO to the appropriate federal agency in accordance with its established appeal procedures when the subject project is federally funded.

### **ePayables**

The City of Riverside has partnered with Bank of America to offer a card payment program, called ePayables, to the City's consultants. This is the City's preferred method of payment and is part of a city-wide effort to reduce paper waste and decrease the amount of time to pay our consultants. With ePayables, we will continue our current payment terms and conditions. However, once an invoice is approved for payment an electronic remittance advice will be sent to the consultant by email, instead of a check. The remittance advice will include statement-type information such as invoice numbers, dates and amounts for invoices. Payments can be retrieved with the City of Riverside's designated account number that will be assigned to the contractor.

### **Public Records:**

All Request for Proposals submitted in response to this RFP become the property of the City and under the Public Records Act (Government Code § 6250 et. seq.) are public records, and as such may be subject to public review at least 10 days before selection and award.

If a Consultant claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the Statement of Qualifications.

Note that under California law, price proposal to a public agency is not a trade secret.

### **Exhibits:**

1. Exhibit "A" – Sample Professional Consultant Services Agreement (To be Attached)