



## **CITY OF NEWARK**

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220 South Main Street · Newark, Delaware 19711  
302.366.7000 · [www.cityofnewarkde.us](http://www.cityofnewarkde.us)

REQUEST FOR PROPOSAL (RFP) NO. 19-06

ARCHITECTURAL SERVICES, ENGINEERING SERVICES,  
& CONSTRUCTION ADMINISTRATION FOR THE  
NEWARK POLICE DEPARTMENT FIREARMS TRAINING FACILITY

CITY OF NEWARK  
DELAWARE

RFP No. 19-06

ARCHITECTURAL SERVICES, ENGINEERING SERVICES,  
& CONSTRUCTION ADMINISTRATION FOR THE  
NEWARK POLICE DEPARTMENT FIREARMS TRAINING FACILITY

NOTICE

A PDF copy of proposal responses to RFP No. 19-06, ARCHITECTURAL SERVICES, ENGINEERING SERVICES, & CONSTRUCTION ADMINISTRATION FOR THE NEWARK POLICE DEPARTMENT FIREARMS TRAINING FACILITY, will be received by the City of Newark's Purchasing Office at [purchasing@newark.de.us](mailto:purchasing@newark.de.us) until **2:00 p.m., prevailing time, on Tuesday, January 14, 2020**. One sealed envelope containing basis for fees documents (as outlined in the "BASIS FOR FEES SUBMISSION" section on page seven (7) of RFP 19-06) will also be received via mail by the City's Purchasing Office (Newark Municipal Building, 220 South Main Street, Newark, Delaware 19711) until the deadline previously mentioned. If desired, paper copies of RFP 19-06 responses can be mailed to the Newark Purchasing Office for consideration, but this is not necessary.

**There is a non-mandatory pre-submittal conference at 10:00 a.m. on December 17, 2019 in the Newark Police Department** (220 S. Main Street; Newark, DE 19711).

Any request for information related to the RFP or submittal process should be directed to Assistant to the City Manager Jeff Martindale at (302) 366-7000 x2005 or [jmartindale@newark.de.us](mailto:jmartindale@newark.de.us). For information about the pre-proposal meeting or technical aspects of the proposal, please contact Sergeant Chris Jones at (302) 366-7100 x3409 or [cjones@newark.de.us](mailto:cjones@newark.de.us).

Copies of this request may be obtained from the City's website at [www.newarkde.gov/bids](http://www.newarkde.gov/bids).

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A. PURPOSE AND INTENT

The intent of this Request for Proposal (RFP) is to select a qualified Architectural, Engineering (AE), and Construction Management team with specific experience in the design and construction administration of indoor firing ranges to design an indoor range for the Newark Police Department. The facility will be located in Elkton, Maryland, Parcel Identification Number (PIN) 0804020707. The facility is anticipated to be approximately 13,000 GSF (subject to available construction funding). The successful offeror will demonstrate excellent management skills and technical expertise in order to:

- Produce detailed and fully coordinated architectural and engineering designs, construction drawings and specifications to include complete project cost estimates (Phase One);
- Obtain any necessary approvals and permits from Cecil County, Maryland, including the Cecil County Department of Land Use & Development Services, and all other authorities having jurisdiction (Phase Two);
- Present schematic designs and descriptions of work to be accomplished to the community and user groups (Phase Two);
- Develop fully coordinated construction and bid documents for the construction of a state-of-the-art range (Phase Two); and
- Provide construction administration services through to completion and receipt of a certificate of occupancy (Phase Two).

The AE shall develop a unique design for the firing range and deliver a fully functioning building based on the Pre-Design Requirements provided by the City of Newark in **Attachment I**.

B. BACKGROUND AND CONCEPT STATEMENT

The City of Newark's proposed FY 2020 budget includes funding for the NPD Firearms Training Facility. The project's overall scope consists of the design and construction of an indoor range to include a 50-yard 10-point tactical range, as well as supplementary training and support spaces for the Newark Police Department. RFP specifications have been developed, in part, using various manufacturers' sample specifications, posted information, the City's specific training needs, and previous experiences

with range facilities. As a result, it is possible that the City may have listed a specification that is unique to one manufacturer. It is not the City's intent to specify equipment unique to a single manufacturer. A proposer who meets most, but not all, of the City's specifications and requirements, including training, support and delivery requirements, may be determined to best meet the needs of the City. The City reserves the right to consider the advantages of each proposal and waive specific individual requirements if the overall proposal is the most advantageous to the City.

A Final Program for the Firearms Training Facility shall be developed by the AE based on the Pre-Design Program provided by the City in Attachment I and the available construction funds. A phased plan will be necessary to achieve the long-term program needs of the Newark Police Department.

### C. OFFEROR'S MINIMUM QUALIFICATIONS

Offerors must demonstrate that they have the resources and capability to provide the materials and services as described herein. All offerors must submit the documentation indicated below with their proposal. Failure to provide any of the required documentation may be cause for proposal to be deemed non-responsible and rejected.

The following criteria shall be met in order to be eligible for this contract:

- Offerors must have successful experience in full design and construction administration services for the delivery of a state-of-the-art indoor firing range. For the purposes of the RFP, offerors must be able to verify primary AE services for at least twenty (20) indoor range projects.
- Offerors should provide examples of at least three (3) comparable projects with similar scope in facility design and construction in progress or completed within the past eight (8) to ten (10) years.

### D. GENERAL REQUEST FOR PROPOSAL INFORMATION

1. Questions – Any questions concerning the technical aspects of this RFP should be directed to Sgt. Christopher Jones, NPD Firearms Training Unit, at 302-366-7100 x3409 or [cjones@newark.de.us](mailto:cjones@newark.de.us). Questions regarding the submission of proposals or procedures of evaluation should be directed to Jeff Martindale, Assistant to the City Manager, at 302-366-7000 x2005 or [jmartindale@newark.de.us](mailto:jmartindale@newark.de.us). The City of Newark requests that all questions be submitted in bulk (preferably in a Word document attached to an email) by 5:00 p.m. on Friday, December 20. The City will attempt to answer all questions via an addendum the first week of the new year.
2. Award – The City Manager or designee will review each of the bids submitted and make a recommendation to the City Council on the disposition of the bids. The City shall have the full authority to award projects to the firm that best meets the RFP specifications and conditions.
3. Rejection of Proposal – The City reserves the right to reject any or all proposals if deemed to be

in the best interest of the City to do so and to waive any irregularities or defects where the best interest of the City would be served.

4. Revisions to RFP/Addendum – In the event it becomes necessary to revise any part of the RFP, revisions will be provided to all engineering firms which received the initial RFP in the form of an addendum. Firms are responsible to confirm receipt of all addenda prior to proposal submittal.
5. Assignment – The firm shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the City.
6. Acceptance of Proposal Content – The contents of the proposal of the successful firm will become a part of any agreement as a result of these specifications.
7. Termination of Contract – If through any cause, the firm selected shall fail to fulfill the obligations agreed to in a timely and efficient manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least thirty (30) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.
8. Accounting Records – Individual task orders will be negotiated based on the submitted “Basis for Fees”.
9. Ownership of Material – All documents prepared and submitted pursuant to this RFP or contract shall be property of the City upon submittal and will be subject to staff and public review and discussion in association with our public bidding and formal proposal process. Any information or documents deemed proprietary shall be so marked at time of submittal and limited to detail where the disclosure of contents could be prejudicial to competing offerors during the process of negotiation, and any commercial or financial information of a privileged or confidential nature.
10. Approval – In the event that City Council is required to approve the award of a contract based on this RFP, the selected firm may be required to attend the Council Meeting to address any questions. Costs for attendance shall be incorporated in the bid.
11. Advertisements – No bidder submitting a bid can use the name of the City in advertisements without obtaining the written consent of the City Manager or designee.
12. EEO and Business Licenses – The bidder shall possess all required business or other licenses and shall be a fair and equal opportunity employer.
13. Noncollusion – The bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with the contract.

#### E. SCOPE OF WORK

All proposals must be made on the basis of, and either meet or exceed, the requirements contained herein and included in Attachment I. Each proposal submitted must allow for a turnkey operation after a certification of occupancy is received for the training facility. The Newark Police Department is primarily interested in proposals that grant the NPD immediate access and use of all aspects of the facility.

All offerors must be able to provide professional architectural, civil, mechanical and other specialty engineering services to design and permit an indoor firing range as outlined in Sections A & B above. Specialists may include civil, structural, instrumentation, plumbing, and electrical engineers, security consultants, audio-visual, cost estimating services, interior design, landscape, and acoustical consultants, and others as needed to fulfill the requirements of the project.

#### F. PROPOSAL QUALIFICATIONS

The written proposal shall, at a minimum, include the following information:

1. The vendor/offeror name and contact person, together with the address, telephone number and email address, of the office from which the services will be provided. Corporate office information shall also be provided, if applicable.
2. A brief history of the vendor/offeror (limit two pages), including organization structure, location of management, and evidence that the firm is authorized to do business in the States of Delaware and Maryland.
3. A list of references the City may contact to assist in the evaluation of your past performance. For each reference listed, the information provided should consist of the following:
  - i. Name and mailing address of the governmental entity.
  - ii. Name and telephone number of your contact person within said governmental entity.
4. Information on the nature and magnitude of any litigation or proceeding whereby, during the past three (3) years, a court or any administrative agency has found fault, held proceedings or ruled against the proposer in any matter related to the professional activities of the proposer. Similar information shall be provided for any current or pending litigation or proceeding.
5. A statement to the effect that the selection of the proposer shall not result in a conflict of interest with any other party which may be affected by the work to be undertaken. Should any potential or existing conflict be known by a proposer, said proposer must specify the party with which the conflict exists or might arise, the nature of the conflict, and whether or not the proposer would step aside or resign from the engagement or representation creating the conflict. (The City reserves the right to select more than one offeror/vendor to perform the required services to avoid conflict of interest and other similar occurrences.)

6. Time frame in which the project as defined within this RFP can be completed, including the approach to the project and any unusual problems anticipated.
7. The capacity and capability of the offeror to perform the work within indicated time limitations.
8. Fees or fee structure as may be appropriate for the designated service.
9. Availability of financial and operating resources as required to complete the work.
10. The ability of the firm to meet statutory or ordinance requirements.
11. Other items that may arise as a result of the proposal or interview process.
12. Any additional information that you feel will be beneficial to the City in evaluating your qualifications to provide in response to RFP 19-06.

G. EVALUATION CRITERIA

A Selection Committee, as designated by the City Manager, will review and score proposals and make a recommendation to City Council. The City reserves the right to reject any/all proposals received and to award the contract to the offeror/bidder which the City believes will offer the best value for the scope of work. Decisions of the selection committee shall be final, subject only to the approval of the City of Newark's City Manager, Mayor, and City Council.

Proposals will be evaluated according to the following criteria with a maximum score of 100 points:

1. Reputation and experience of the firm in connection with services related to the scope of work.

Point Range: 0-40

2. Responsiveness of the written proposal in clearly stating an understanding of the work to be performed, as outlined in the scope of services portion of this request for proposals.

Point Range: 0-30

3. Qualifications of staff to be assigned. Education, position in firm, and type and years of experience will be considered, as derived from the written proposal

Point Range: 0-15

4. Time frame in which the project as defined within this RFP can be completed, including the approach to the project and any unusual problems anticipated.

Point Range: 0-15

**Maximum Points: 100**

#### H. DISCOVERY

After the proposals are evaluated, the highest-ranked offerors will be required to provide a presentation at the City Municipal Building. The number of vendors selected to participate in the Discovery process is at the sole discretion of the selection committee.

Upon completion of discovery, the selected offerors will have an opportunity to revise their original bid proposal to include any necessary changes to ensure the project is successful.

The vendors are then given a final ranking by the review committee after their site visit and oral presentation.

#### I. BASIS FOR FEES SUBMISSION

In a separate envelope (see below) provide a “Basis for Fees” including sufficient detail, such as a current Fee Schedule, to provide the broad array of services anticipated in this solicitation. The Basis for Fees shall be broken down to separate Phase One and Phase Two of the proposal.

#### J. SUBMISSION DEADLINE AND NUMBER OF REQUIRED COPIES

1. As a PDF file, send the RFP response proposal titled ‘RFP 19-06: ARCHITECTURAL SERVICES, ENGINEERING SERVICES, & CONSTRUCTION ADMINISTRATION FOR THE NEWARK POLICE DEPARTMENT FIREARMS TRAINING FACILITY’ to [purchasing@newark.de.us](mailto:purchasing@newark.de.us). Alternatively, in one sealed envelope, provide six (6) copies of the proposal marked ‘RFP 19-06: ARCHITECTURAL SERVICES, ENGINEERING SERVICES, & CONSTRUCTION ADMINISTRATION FOR THE NEWARK POLICE DEPARTMENT FIREARMS TRAINING FACILITY’.
2. In a separate and sealed envelope, provide three (3) copies of the firm’s Fee Schedule marked ‘BASIS FOR FEES: RFP 19-06: ARCHITECTURAL SERVICES, ENGINEERING SERVICES, & CONSTRUCTION ADMINISTRATION FOR THE NEWARK POLICE DEPARTMENT FIREARMS TRAINING FACILITY’. Please provide a separate Fee Schedule for the scope of work for Phase One of RFP 19-06, and Phase Two of RFP 19-06. Cost will not be a primary determinant for selection as the review and ranking of vendors’ proposals will be conducted using the evaluation criteria listed in Section G above. Please note that basis for fees documents must be mailed to the address listed below. Digitally sent basis for fees documents will not be accepted.
3. Emailed PDFs and mailed items must be received by the Purchasing Office on or before 2:00 p.m., prevailing time, on Tuesday, January 14, 2020. Again, the email address PDFs of RFP response proposals should be sent to is [purchasing@newark.de.us](mailto:purchasing@newark.de.us) and the mailing address sealed basis for fees documents (and, optionally, paper copies of RFP responses) is:

City of Newark  
Purchasing Office  
220 South Main Street  
Newark, Delaware 19711

K. PROPOSER REQUIREMENTS

1. Insurance and Indemnification:

The selected firm shall provide evidence of professional liability insurance with the following limits, as well as acceptable certificates of workers' compensation, auto liability, and general liability.

\$2,000,000 Each Occurrence Limit  
\$2,000,000 Personal & Advertising Injury Limit  
\$3,000,000 Annual Aggregate Limit  
\$3,000,000 Products-Completed Operations Limit  
\$1,000,000 Business Auto Liability Limit  
\$5,000,000 Commercial Umbrella Limit

The Prime/General Contractor, Newark (owner), and all other parties required of the General Contractor, shall be included as insured on the CGL, using Additional Insured Endorsements providing coverage as broad as the coverage provided for the named insured subcontractor.

Subcontractors approved in association with the hiring of the successful firm shall be required to provide Commercial General Liability (CGL) coverage with limits of insurance not less than:

\$1,000,000 Each Occurrence Limit  
\$1,000,000 Personal & Advertising Injury Limit  
\$2,000,000 Annual Aggregate Limit  
\$2,000,000 Products – Completed Operations Limit  
\$1,000,000 Business Auto Liability Limit  
\$3,000,000 Commercial Umbrella Limit

2. The firm shall solely be responsible and liable for the accuracy and completeness of all work performed and shall agree to indemnify, defend and hold harmless the City of Newark, its officers, agents and employees, from and against any and all claims, actions, suits and proceedings arising out of, based upon or caused by negligent acts, omissions or errors of or the infringement of any

copyright of patent, by the firm, its officers, agents, employees in the performance of the contracted agreement.

3. Further, the firm recognizes that the City of Newark is not in the business of preparing specifications, and any omissions in this request for proposal must be strictly addressed by the firm with the submittal of its proposal.
4. The firm shall comply with all current federal and state nondiscrimination and equal opportunity status and policies and agrees to not hold the City of Newark liable for any inadvertent action by the firm which conflicts with such statues and/or policies.
5. Any proposal may be withdrawn until the date and time stated above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer to sell to the City of Newark the services indicated for a period of ninety (90) days, or until one or more of the proposals have been accepted by the Departments, whichever occurs earlier.

L. RFP PROCESS TIMELINE

The NPD plans to employ the following implementation schedule *(All listed dates are simply projections for discussion)*:

- The RFP is issued on November 26, 2019.
- A non-mandatory pre-submittal conference will be held on December 17, 2019.
- Questions related to RPF 19-06 shall be submitted by 5:00 p.m. on December 20, 2019.
- **Proposals shall be submitted by 2:00 p.m., prevailing time, on January 14, 2020.**
- The highest-ranked vendors to attend oral presentations for the committee during the week of February 3, 2020.
- The selected vendor may be required to attend the City Council meeting in which an award for this RFP is recommended in order to address any questions from Council or the public.
- The City reserves the right to modify the above schedule should it be in its best interests to do so, and in that event, will duly notify all interested vendors.

REQUEST FOR PROPOSAL (RFP) NO. 19-06

ARCHITECTURAL SERVICES, ENGINEERING SERVICES,  
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**Attachment I – Scope of Services**

**Phase I**

Selected vendor will include the following in design and planning:

- Schematic design, 35% drawing, estimate of probable construction cost, and preliminary technical specifications for:
  - Indoor firearms training facility
    - Minimum 50-yard length
    - 10 lanes @ minimum 54' width
    - Lanes one and ten must have minimum 2' on outside edges beyond the lane edge
    - Rubber berm bullet trap
      - Fire retardant treated rubber
      - Capable to include .308 caliber ammunition
      - Maximum ¾" nominal granule size
      - Armored hopper for rubber feed
    - 10 lanes w/ turning targets
      - Overhead-fixed electrically powered and operated 360-degree turning target to edge and face both sides
    - At least one overhead door, behind the firing line, to allow for a police car to be brought on to the range floor
    - Dual running-man target system including
      - adjustable speeds
      - Integrated controls with the other targetry but also capable of independent control of each running man target
    - Master Control Center
      - Minimum 15" touch screen display including
        - customized and preloaded courses of fire
        - individual and synchronized control
        - Tablet computer for remote control at any point on the range floor
    - Sound abatement panels
      - Full length on sidewalls, overhead and back wall

- Sound abatement design to limit reverberation time to less than 1.5 seconds
    - Fully baffled and armored ceiling (Fully Tactical Range), appropriate for the specified round
  - Ventilation system adequate to maintain a safe environment as defined by NIOSH and OSHA, and for use with lead ammunition
  - Climate control throughout the facility
  - Full dimmable range and target lighting, all LED, to allow for training at light levels from full on, or to simulate night fire
  - Red and blue LED strobes, similar to those used on emergency vehicles, throughout the range to simulate law enforcement operating conditions
  - Public address system to allow instructors to communicate with range users at any location on the range floor
  - Classroom to seat 50 students
    - Commercial grade movable tables
    - Commercial grade movable chairs
    - Instructor podium
    - Ceiling mounted projector & screen with audio system
    - Gym style wall padding from floor to 6'
    - Gym style rubberized floor
    - Dimmable lighting
  - Bathrooms
  - Office to accommodate two (2) desk suites with (2) associated commercial grade desk suites
  - Weapon cleaning room
  - Mechanical room
  - Storage room
- Associated permitting costs to include stormwater, zoning, building, etc.
  - Associated utility tie in costs to include water, sewer, electric, and gas
  - Long-term operation and maintenance cost estimates
  - Sitework to include exterior lighting, parking lot, landscaping, signage, and perimeter security fence with motorized gate access
  - 24' X 30' Pole barn type storage structure
    - One (1) 36" wide entrance door
    - One (1) 16' garage door
    - Concrete apron and garage floor
    - Interior lighting & power outlets
  - 20' X 8' X 8' (6096mm x 2438mm x 2438mm) US Military specification, Type 2 ammunition/explosives storage magazine
    - Placed on a concrete pad of appropriate thickness for the weight

## Phase II

Selected vendor shall:

- Provide 100% completed drawings for review, inspection, construction services, contractors, vendors, etc.
- Participate in an advisory role in the selection process for general contracting services, subcontractors, etc.
- Ensure all required permitting has been completed at each step, as required
- Oversee and meet with the general contractor and any subcontractors at regular intervals from the beginning of construction through receipt of certificate of occupancy, to ensure:
  - Acceptable quality of work
  - Work is completed as required in design and drawings
  - Acceptable quality of materials
  - Materials used are as specified in design and drawings
- Act as a liaison between general contractor / subcontractors and the City of Newark
- Meet monthly with Newark PD senior staff & City officials to brief on project status
- Conduct a final inspection prior to certificate of occupancy to verify quality of materials and workmanship, and to confirm the facility is operational as designed and intended.
- Submit a report of the final inspection to Newark PD senior staff, detailing items inspected and results