



November 6, 2017

Efren Gutierrez
Gutierrez/Associates Architects
315 14th Street, Suite 2
Oakland, CA 94612

RE: Design Services for Baffling System Retrofit at the Existing Bakersfield Police Department Firearms Range, Bakersfield CA

Subject: Request for Fee Proposal

Dear Mr. Gutierrez:

The City of Bakersfield thanks you for the time and effort spent preparing your team's Statement of Qualification for this project. City staff has completed the first step of our selection process regarding the above referenced services. Throughout the selection process, it has been our objective to select the most qualified firm to perform these services. After reviewing the submitted Statements of Qualifications for this project, the City has selected your firm to prepare a fee proposal for the services required for the design of the project.

For your use in preparing your fee proposal, we have enclosed the following document(s):

1. A Request for Fee Proposal (RFP); 2) Firearms Range Exhibit.

In preparing your fee proposal, please refer to the enclosed RFP. The sections "General Project Description", "Services to Be Provided by the Consultant (Scope of Work)" and "Items and Services to Be Provided by the City of Bakersfield" have been expanded to provide more detailed description of the work elements for this project.

Please have your fee proposal, addressed to the City of Bakersfield (The fee proposal must be in the format required in the "Project Fee Proposal" section of the enclosed RFP). Please have your written fee proposal prepared and submitted to the City no later than Friday, November 17, 2017.

The City intends to approve the Design Consultant Agreement at the December 13, 2017 City Council meeting.

If you have any questions concerning this project, please contact me at (661) 326-3361.

Very truly yours,

by: _____

Navdip Grewal

Civil Engineer IV – Design Engineering

enclosures: Request for Fee Proposal; Firearms Range Exhibit

c: Selection Committee, Nick Fidler, Ted Wright, Lyle Martin, Reading File



REQUEST FOR FEE PROPOSAL (RFP)

Baffling System Retrofit at the Existing Bakersfield Police Department Firearms Range Bakersfield, California

November 6, 2017

SECTION 1: GENERAL PROJECT DESCRIPTION

The existing Bakersfield Police Department firearms range is located at 3419 Truxtun Avenue on a 3.5 acre site. When originally constructed, the site was on the edge of the developed urban area. Multiple issues have developed as the facility has been encroached upon by urbanization. Additionally, the facilities have not been upgraded to the point that allows for the continual firearms training needed for a metropolitan police force that is approaching four hundred officers. Each officer is required to qualify four times annually with their handgun(s). Additional qualifications are needed for back-up weapons, patrol rifles, shotguns, and less lethal munitions.

The current facility is also utilized for SWAT qualifications and monthly tactical firearms training. The BPD pistol range is also used for qualification purposes by other law enforcement agencies in Kern County that do not have their own firearm training facilities. The following is a brief description of the annual use and activity that occurs at the facility:

- 248 scheduled events
- Qualify all sworn officers four times a year on handguns
- Qualify officers with Patrol Rifles four times a year
- Qualify officers with Shotguns one time a year.
- Provide training to SWAT, CDT, CCAT, SEU, and Narcotics as requested.
- Qualify reserve unit and the City's Arson unit
- Provide on-going police academy training and qualifications for 60 to 70 new recruits annually.

Other agencies utilizing the facility include

- Kern High School District Police
- California State Police
- Kern County Probation
- State Parole
- Arvin Police Department

The total rounds fired in a calendar year exceeds 167,000.

The existing facility consists of:

- Office space for two staff – currently occupied by three full-time staff
- Gun Maintenance Room
- Safes for Guns and Specialty Weapons
- Two ammo storage areas that are climate controlled per Fire Code
- Gun Storage Area
- Gun Cleaning Area
- Ammunition Loading Area
- Training Room for a Small Group – four to six people
- Training Classroom for a Larger Group – 30 to 40 people
- One 20 x 10 yard Shooting Bay
- Shooting Bay backdrop (SuperTrap)
- One 50 x 40 yard Shooting Bay
- One 100 yard Shooting Bay (Patrol Rifle)
- "Shoot House" for tactical training

- Outdoor storage for props
- Bomb Squad Bunker
- Storage for targets & miscellaneous equipment
- Bomb Squad Storage
- Seized Fireworks Storage
- General Housekeeping Maintenance Storage – cleaning supplies and equipment
- One toilet room with one toilet
- Training Simulator Room (housed in an external trailer 20 feet x 10 feet)
- Small parking lot for approximately 20 vehicles

For the purpose of this project, the following definitions shall apply:

OWNER is the City of Bakersfield. Staff from the Design Engineering Division of the Public Works Department and staff from the Bakersfield Police Department of the City of Bakersfield shall be the Owner's Representatives.

PROPOSER is a firm which submits a Fee Proposal in response to this RFP.

CONSULTANT is the firm hired by the City to provide the services described in this RFP.

LOCAL REGULATORY AGENCY refers to all Sections, Divisions, and Departments of the City of Bakersfield that are charged with the review and approval of this type of development project within the city limits.

STATE REGULATORY AGENCY refers to all State of California agencies that might have jurisdiction over the project design and/or construction.

FEDERAL REGULATORY AGENCY refers to all United States of America federal agencies that might have jurisdiction over the project design and/or construction.

SECTION 2: SERVICES TO BE PROVIDED BY THE CONSULTANT (SCOPE OF WORK)

The CONSULTANT's team shall include appropriately licensed professional staff to provide all services necessary for the rehabilitation of this facility and preparation of construction documents for this phase of work, including but not limited to,

1. geotechnical studies;
2. architectural design of all project components;
3. civil engineering design of all site improvement components;
4. structural engineering design of all project components;
5. electrical engineering design of all project components; and
6. mechanical and plumbing engineering design of all project components.

CONSULTANT shall perform the following tasks:

PRELIMINARY PHASE:

1. Review the Firearms Range Baffling System Concept Plan.
2. Conduct a spatial needs assessment to identify and document the deficiencies of the existing facility.
3. Review the project's environmental document. Incorporate requirements of that document into the construction documents for this project.
4. Coordinate all work efforts with all utility companies regarding any existing facilities which may be in conflict with this project. The CONSULTANT will not be responsible for the design of any relocation of existing utilities.
5. Apply for new utility services (if needed) with the various utility companies. Consultant shall coordinate their work with the utility companies.

6. Obtain topographic surveys for the project location.
7. Prepare a Cost Estimate for the Baffling System Retrofit. The Cost Estimate shall reflect the approved phasing of the development and construction of the project. Review the Cost Estimate with the Project Development Team and make modifications as recommended.

DESIGN PHASE:

1. Prepare Plans, Specifications and Estimates (PS&E) for the Firearms Range.
2. Obtain approval of the PS&E from the Project Development Team, the Local Regulatory Agency, State Regulatory Agency and Federal Regulatory Agency. Apply for and obtain all necessary permits with local agencies, state agencies and federal agencies.
3. Furnish the original set of the approved construction plans and specifications to the OWNER.

BIDDING PHASE:

1. Assist the OWNER in responding to questions and comments submitted by potential bidders.

CONSTRUCTION PHASE:

1. Review and approve contractor's submission of product data and shop drawings as required.
2. Provide on-site consulting services as required by the OWNER.
3. Investigate proposed contract change orders and submit background information to the OWNER for a decision, if justified, and prepare necessary drawings and documents for approval.
4. Assist in performing a final inspection of the completed construction and prepare a list for OWNER of necessary items to be corrected prior to accepting the project as constructed.
5. Prepare and submit to OWNER record drawings reflecting changes made during construction. These record drawings shall be in both electronic file format and reproducible drawing format.

CONSULTANT shall not commence work on subsequent phases or tasks of work until CITY has issued written approval of the previous phase or task documents and a written authorization to proceed with the next phase or task.

The CONSULTANT shall execute its work in a timely manner and in accordance with the approved project schedule.

The CONSULTANT shall provide all technical skills and studies necessary for successful and complete master planning of the facility and design of the project.

SECTION 3: GENERAL REQUIREMENTS

The City plans to enter into an agreement for the Baffling System Retrofit design and construction documents with a qualified Consultant, teamed with the appropriate subconsultants, if needed, that has documented and has extensive experience in design and/or rehabilitation of firearm ranges and other similar law enforcement training facilities. That Consultant shall be capable of providing all necessary design services for the Scope of Work as described in this RFP.

The CONSULTANTS shall furnish design and related services for the Design Services for the Baffling System Retrofit Firearms Range Project. All such work will be coordinated through the City's Project Manager.

The CONSULTANT shall be responsible for the planning, design, related approvals, and Final Plans, Specifications & Estimate (PS&E or Construction Documents) for the project. The CONSULTANT's services will include identification of required permits and licenses; topographic survey of the project site; geotechnical investigation; coordination with responsible agencies and parties affected by the construction of the project; and such other services that are necessary for the completion of the Project. Project design shall meet the standards and requirements of the City, conform to current Federal and State regulations, and meet recognized design standards, including those of the California Department of Transportation (Caltrans), and the "GREENBOOK" (Standard Specifications

for Public Works Construction). All funding for the construction of the project is expected to come from local sources.

Coordination with public utilities may be required for the construction of the firearms range. While the CONSULTANT will be required to coordinate with the owners of the various utility facilities, the actual design of the utility relocation, if applicable, is not part of this scope of work. The design of new utility services and extension of existing utility services will be part of this scope of work.

The City currently anticipates that the PS&E documents will place responsibility for preparation of Dust Control Plan, Stormwater Pollution Prevention Plan (SWPPP) and Indirect Source Review (ISR) on the Contractor.

SECTION 4. ITEMS AND SERVICES TO BE PROVIDED BY THE CITY OF BAKERSFIELD

The City will provide overall project management services.

The City will provide a general description of the project site, its locations and boundaries.

The City will provide an electronic copy of the current concept plans.

The City will provide copies of City's available record drawings of existing facilities. The City makes no warranty that record drawings for all existing improvements are available.

The City will provide all services required to plan, supervise, monitor and finance the project except for those services to be provided by the CONSULTANT as set forth herein above.

The City will provide environmental clearance for the project.

SECTION 5. PROJECT TIME SCHEDULE

Time is of the essence for this project. The City anticipates awarding a Design Consultant Agreement to the Consultant at the December 13, 2017 City Council meeting. The City plans on issuing a notice to proceed in early January 2018 with the final design and construction documents ready for bidding by May 31, 2018.

SECTION 6. PROJECT FEE PROPOSAL

The Consultant shall submit a fee proposal based on the Scope of Work described in this RFP. The fee proposal shall be included in a sealed envelope. The fee proposal shall be itemized for the following phases of the project and shall be of the type indicated:

- A. Preliminary Phase (fixed fee);
- B. Design Phase (fixed fee);
- C. Bidding Phase (time-and-materials, not-to-exceed fee);
- D. Construction Phase (time-and-materials, not-to-exceed fee); and
- E. Reimbursable Expenses (time-and-materials, not-to-exceed fee).

The detailed work associated with each of these Phases is described in the "Services to Be Provided by the CONSULTANT (Scope of Work)" section of this RFP.

Request for payment of services shall be billed to the City at the conclusion of each Phase in accordance with CONSULTANT's fee proposal which is submitted in response to this RFP.

SECTION 7. SELECTION OF A DESIGN CONSULTANT

After the Consultant submits a fee proposal and the City accepts said fee proposal, the City will enter into an agreement with the CONSULTANT for the Design Services for the Baffling System Retrofit Firearms Range. The City reserves the right to make a secondary selection of the consultant based on the submitted fee proposals. Should the City and Consultant fail to reach an agreement on the fee proposal, the City will proceed to negotiate with the next most qualified firm.

SECTION 8. SOLICITATION CAVEAT

The PROPOSER understands and agrees that the CITY shall have no financial responsibility for any costs incurred by the PROPOSER in responding to this RFP and shall not be liable to any PROPOSER's costs attributed to the design of the project until the PROPOSER has executed a contract with the City of Bakersfield and has been authorized in writing to proceed. The City of Bakersfield reserves the right to terminate this RFP after three days notice to all prospective PROPOSERS.

SECTION 9. CONTACTS AT THE CITY OF BAKERSFIELD

All questions concerning the project, the submittal of a Fee Proposal and the City's selection of a consultant for this project should be directed to:

Navdip Grewal, Civil Engineer IV
Public Works Department, Design Engineering
City of Bakersfield
1501 Truxtun Avenue
Bakersfield, CA 93301
Voice Phone: 661-326-3361
Facsimile: 661-852-2120
e-mail: ngrewal@bakersfieldcity.us