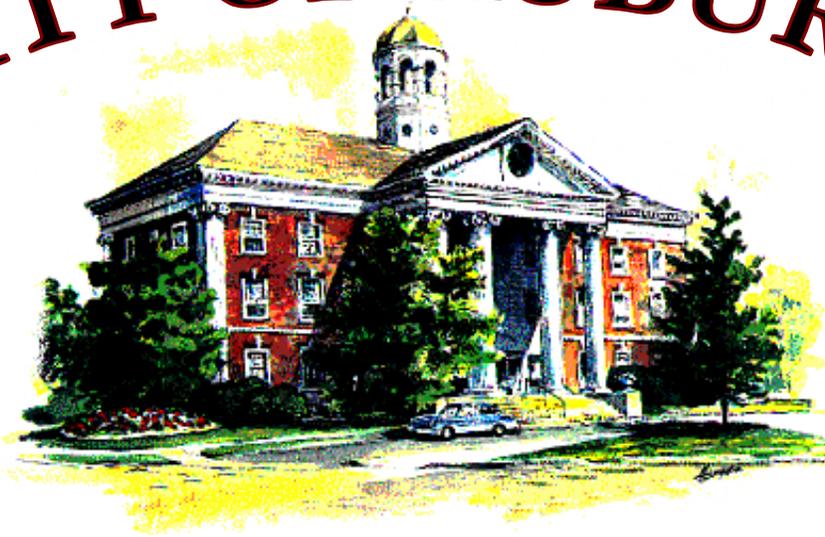


CITY OF AUBURN



Memorial City Hall – 24 South Street – Auburn, New York – 13021

Request for Proposal For:

City of Auburn **Public Safety Complex**

Private Development/Ownership Facility with Lease Agreement

June 24, 2015



Douglas A. Selby, City Manager
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I. **PURPOSE AND INTRODUCTION**

A. Purpose

The City of Auburn (City), located in Cayuga County, NY is soliciting formal proposals from qualified, responsive and responsible firms (Developer) to plan, design, build and own a new Public Safety Complex within the City of Auburn limits and enter into a long term lease agreement with the City. The facility will accommodate the City's police department, fire department, courts, and the Cayuga County probation department. As an alternate within the RFP, the Cayuga County Emergency Management Department, which includes the emergency management staff, Emergency Operations Center (EOC), and Public Service Answering Point (PSAP – 911), may occupy the new facility. The City requires the facility to accommodate the potential for future expansion.

The attached Request for Proposal (RFP) provides a preliminary program analysis of the departments identified and establishes a preferred area of consideration within the city limits that meets the response time requirements of the fire department. The Developer will have the flexibility to select its own site that meets the intent of the proposal and is proven to accommodate all elements of the project. The City is seeking solutions that will meet objectives based on creative ideas from the successful Developer.

As part of its proposal, developers are requested to submit a conceptual site/ floor plan based on the accompanying program information provided in the RFP. The City will select a successful Developer based on past experience, financial capacity and the merits of the proposal that best meets the City's objectives. The City encourages the Developer to consider "green" approaches to the project that may include energy saving methods and systems, sustainability, durable and local material selection, innovative construction methods, walkable community approaches and neighbor revitalization. The City does NOT require LEED certification, but encourages Developers to follow the LEED Silver scoring criteria.

The City intends to enter into a long-term 20 – 30 year agreement with the Developer for the facility with a buy out option acceptable to both parties. The Developer will be responsible for the design; adhering to the requirements provided in this RFP, construction, financing and ownership of the building.

B. Team

The City requires the Developer to submit qualifications of its team for this project. The Team should include, but not be limited to, the Contractor or Construction Manager, Design Architect and/or specialized Consultants, and any other major team members. Due to the nature of all departments (except probation and courts) being classified as International Building Code (IBC) "Essential Services Facility", this facility must meet the code criteria for design and construction of such facilities, which may exceed the requirements of typical commercial projects. Therefore, the City requires Developers to include on their team, consultants well-versed and with experience in these specific projects.

C. Introduction

The City of Auburn's police and fire departments have occupied the historically significant building



located at the corner of Market and North Streets since its construction in 1930. Since then, the building has undergone numerous structural, mechanical and architectural modifications to respond to increased vehicle capacities and operational changes. The latest considerations for upgrades and modifications has prompted the City to reconsider allocating additional funds that will ultimately fall short of addressing contemporary emergency response standards due the physical constraints of the building and site.

Consequently, the City intends to relocate the police and fire department to a new location that will accommodate the spatial and program demands placed upon the departments while providing for future flexibility and expansion. In an effort to consolidate services and improve operational efficiency, additional departments such as City of Auburn Courts and Cayuga County Probation have been included in plans for the new public safety complex. The Cayuga County EOC has also expressed an interest in participating in the project and, as an alternate, may be included as well.

D. Existing Building Potential Options

With the vacating of the fire and police departments, the existing National Register-eligible historic building offers numerous possibilities for single or mixed-use occupancies. It is the City's desire to offer the existing building and site as an optional feature of the RFP in the event the Developer expresses an interest and terms agreeable to both parties can be achieved. Although this is not a mandatory requirement, the City would request that potential Developers consider the option that could benefit the Developer and enhance the City's efforts to foster commercial and residential opportunities.

E. Alternates

As previously mentioned, the County Emergency Response group that includes Emergency Management, EOC and PSAP has expressed an interest in participating in the project. Due to necessary approval and review processes, their relocation schedule may not align with that of the departments currently involved. Consequently, it is requested that the proposals consider the required total area of these departments and that they be included in the total facility area. Treat design parameters included in the RFP for these departments as an Alternate to the Base Proposal.

F. Incentive Programs

The City will provide technical assistance to Developer interested in pursuing available incentive programs including:

- Historical Preservation Tax Credits
- Brownfield Tax Incentives
- Industrial Development Authority (IDA) Incentives



II. PROJECT DESCRIPTION

A. Introduction

The City anticipates working with a Developer in the planning and design of a new Developer-Owned facility located within the City of Auburn that will accommodate numerous city and county agencies.

The anticipated facility will be located on a site large enough to accommodate the building footprint, required parking, site circulation and access, and site amenities as depicted in Exhibit 'B'- Conceptual Site/Floor Plan.

Additionally, for Developer's convenience Exhibit 'A' Site Boundary Map has been included as part of this RFP. The preferred site boundaries defined by the map are based upon the following considerations:

- Fire Department response times to its extreme outlying coverage area.
- Physical and environmental barriers that have the potential to hinder fire department effort to respond to an emergency; such as, the Owasco River and railroad tracks that bisect the city.
- Currently there is a fire department substation located at the corner of North Division and Clarks streets that provides coverage on the west side of the railroad tracks.
- As "Essential Service" entities, the police and fire departments shall not be located in designated FEMA flood zones. The maps can be viewed at <https://msc.fema.gov/portal>. The Developer is required to confirm all considered site selections with the appropriate authorities prior to offering any site to the City for consideration.

Although the RFP outlines the proposed Public Safety Complex as a single building on a single site, the City will also consider alternative innovation proposals that include concepts that satisfy the needs outlined in the RFP. These concepts may include, but not be limited to:

- Multiple buildings on a single site
- Multiple buildings, multiple sites
- New building, new site with rehabilitation of the existing building

Developers are encouraged to visit the Cayuga Economic Development Agency (CEDA) website at www.cayugaeda.org or contact Maureen Riester, Business Development Specialist, at mriester@cayugaeda.org to obtain a list of potential sites that are known to be available.

The project shall be designed to allow for future flexibility and expansion and shall accommodate multiple city and county agencies including:

- Fire Department
- Police Department
- Probation



- City Courts
- County Emergency Management, EOC and PSAP **(as an Alternate)**

It is the intent of the RFP that the developer will build and maintain ownership of the facility and enter into a long-term lease agreement with the city, ranging from 20- 30 years, with terms agreeable to both parties.

B. Design and Construction Partners

The Developer will enter into contracts with qualified design professionals, construction contractors, and other related professionals to design, develop, construct, and oversee the “Project” to ensure the quality of work is consistent with the Developer’s proposal, and to assure timely delivery for occupancy. The Developer will partner with design professionals that can demonstrate documented past experience in the design of specialized occupancies such as fire, police, probation, courtrooms facilities, EOC and PSAP. These design and construction partners will be required to be identified prior to the City’s acceptance of a preferred Developer.

C. Miscellaneous Conditions

It is the intent of the City to waive applicable City related permit fees. This will not apply to other local, state, federal or other applicable permit fees.

The City will not consider eminent domain options for the project.

The Developer will be responsible for all applicable taxes in relationship to the planning, design and construction of the project.

The City will assist the selected Developer with any preferred Brownfield site or historical tax credit grants as requested by the Developer.

Developers are encouraged to review the City’s Downtown Design Guidelines to assure that proposed designs align with the architectural character outlined in the City’s Comprehensive Plan.



III. DESIGN CRITERIA

A. General Building Design Criteria

1. Project will be designed and constructed in accordance with the 2015 edition of the New York State Building Construction (IBC Essential Services), NYS 2015 Energy and Fire Codes.
2. Project will be designed to meet ADA regulations and standards as defined in the 2010 ADA Standards for Accessible Design.
3. Project will adhere to SEQRA processes and requirements in addition to local regulatory requirements.
4. Project will adhere to all local zoning, state and federal OSHA regulations.
5. Entire facility shall be fully sprinklered per NFPA 13.
6. Entire facility shall be equipped with a camera surveillance security system monitoring the building perimeter, internal circulation paths, lobbies and specialized locations required by individual departments. Staff access shall be controlled by card or key fob access.
7. Entire facility will be equipped with a full coverage public announcement system.
8. Refer to the following department design parameters outlined below for department specific design criteria.

B. Fire Department

1. General Fire Department Design Criteria

- a. Total Area: 24,400 square feet
- b. Additional regulatory design criteria: NFPA 1710 and 1581
- c. Facility will be provided with an emergency generator with capacity to operate at full service.

2. Operations and Response/ Firematic Support

- a. Total Area: 16,000 square feet
- b. Single story construction with a minimum clear roof steel framing at 18 feet above finished floor.
- c. 6 bays – 20 feet x 80 feet clear each bay with 14' x 14' overhead doors.
- d. Exterior wall construction shall be reinforced cavity wall construction with masonry backup walls and masonry veneer.
- e. Interior walls shall be concrete masonry construction with an epoxy coating.
- f. Minimum 8 inch thick concrete slab with a pitch trench drain system in each bay



connected to an approved oil/water separator system connected to sanitary.

- g. Roof construction to be long span steel truss construction (pitched with min. 30 year shingles or standing seam; or low-slope 0.060 EPDM with interior roof drains and overflow system).
 - h. No interior columns allowed within the apparatus bays.
 - i. Bay (firematic) support spaces and mezzanine shall be similar construction with 4 inch thick concrete slab-on-grade and raised floor system of 4 inch concrete over metal deck.
 - j. Building shall be equipped with mechanical and electrical infrastructure to support department provided internal apparatus bay exhaust system and station alert system.
3. Fire Fighter/ EMT's, Bunking, Administration and Public
- a. Total Area: 8,400 square feet
 - b. Construction type shall be 2B- non-combustible.
 - c. Multiple story construction allowed.
 - d. Exterior wall construction shall be cavity wall metal stud and masonry veneer construction.
 - e. Interior walls to be metal stud and gypsum wall board or concrete masonry construction.
 - f. Minimum 4-inch concrete slab on grade and 4-inch concrete on over metal deck at raised floor system.
 - g. Roof construction to be steel frame construction (pitched with min. 30 year shingles or standing seam or low-slope 0.060 EPDM with interior roof drains and overflow system).



FIRE DEPARTMENT SPACE DESIGN STANDARDS TABLE

Program Item		Area All Floors	Basic Space	Standard Space	Premium Space
	Apparatus/Training				
1.3		6 - Double-Deep Drive-Through	7,680	X	
D.1		Training Tower	540		X
		Subtotal - Apparatus/Training	8,220		
	Firematic Support				
2		Mezzanine	1,280	X	
3		Storage Room #1	120	X	
4		Storage Room #2	270	X	
5		Storage Room #3	180	X	
6		Work Room	180	X	
7		Firematic DeCon/Laundry	225		X
8		DeCon	120		X
9		EMS Storage	60	X	
10		Air Room (SCBA)	270		X
11		Turnout Gear	400	X	
12		Hose Storage (Part of Bays)			
13		Watch Room	270		X
14		Walk-Off Room	80	X	
15		Unisex Rest Room for Bays	75		X
		Subtotal - Firematic Support	3,530		
	Firefighters/EMT's				
16		Firefighter's Day Room	400		X
17		Kitchen	400		X
18		Dining	250		X
19		Exercise	750		X
20		Private Entry	48		X
		Subtotal - Firefighters/EMT's	1,848		
	Bunking				
21		4 Quad Bed Rooms	1,440		X
22		Lockers	400		X
23		Bath/Showers	600		X
24		Housekeeping/Janitor	50		X
		Subtotal - Bunking	2,490		
	Administration				
25		Training Room	1,800		X
26		Training Room Storage	120		X



Program Item		Area All Floors	Basic Space	Standard Space	Premium Space
27	Training Office	180		X	
28	Office #1 Chief	180		X	
29	Office #2 Assistant Chief	250		X	
30	Office #3 Assistant	120		X	
31	Office #4 Fire Inspector	150		X	
32	Union Office	120		X	
33	Code Enforcement - Shared Space			X	
34	Work Space	80		X	
35	Record Storage	80		X	
36	Network/IT	150		X	
37	Rest Rooms	280			X
	Subtotal - Administration	3,510			
	Public Space				
38	Entry	120			X
39	Interview Room - Shared With Police				
40	Restrooms	120			X
	Subtotal - Public	240			
	Miscellaneous				
41	Janitor	48		X	
42	Mechanical/Electrical Room	350	X		
43	Quartermaster	100		X	
	Circulation	0		X	
	Walls	0	X		
	Subtotal - Miscellaneous	1,698			
	Totals	21,536			



Space Finish Level Descriptions

Basic Space

Floors

- High performance epoxy coating or polished concrete, mezzanine, sealed concrete

Walls

- High performance epoxy paint finish, two colors

Structural Steel

- Painted

Ceilings

- Painted structure

Doors and Frames

- Painted hollow metal

Standard Space

Floors

- Firematic Rooms: High performance epoxy coating or polished concrete
- All other spaces: Architectural grade VCT or carpet

Walls

- Firematic Rooms: High performance epoxy paint finish
- All other spaces: Paint

Ceilings

- Firematic Rooms: Painted structure
- Training Room: Combination of painted gypsum wall board soffits and suspended acoustic ceilings. (10'-0" height minimum)
- All other spaces: Architectural grade suspended acoustic ceilings or painted gypsum wall board (9'-0" high minimum)

Doors and Frames

- Firematic Rooms: Painted hollow metal
- All other spaces: Stained, solid core wood doors

Insulated Folding Partition

- One full height and width of Training Room.

Ceiling mounted Projector and motorized screen

- Provide 2 systems in Training Room.



Premium Space

Floors

- Tile

Walls

- Full height tile

Ceilings

- Painted gypsum wall board (9'-0" minimum height)

Doors and Frames

- Stained, solid core wood doors

C. Police Department

1. General Design Criteria

- a. Total Area: 24,000 square feet
- b. Additional regulatory design criteria- International Association of Chiefs of Police (IACP)
- c. Construction type shall be 2B- **non-combustible**.
- d. Multiple story construction allowed.
- e. Minimum 4 inch concrete slab on grade and 4 inch concrete on over metal deck at raised floor system
- f. Roof construction to be steel frame construction (pitched with min. 30 year shingles or standing seam or low-slope 0.060 EPDM with interior roof drains and overflow system).
- g. Facility will be provided with an emergency generator with capacity to operate at full service.

2. Evidence/ ID Bureau, Prisoner Processing and Detention

- a. Total Area: 4,600 square feet
- b. Locate on main level (No vertical travel with prisoners is preferred)
- c. Exterior wall construction shall be cavity wall masonry construction.
- d. Interior walls to be concrete masonry construction.

3. Public Entrance, Records, Administration, Patrol, Staff and Investigative Facilities, Miscellaneous

- a. Total Area: 18,200 square feet
- b. Construction type to be 2B- non-combustible.



- c. Multiple story construction allowed.
 - d. Exterior wall construction to be cavity wall metal stud and masonry veneer construction.
 - e. Interior walls to be metal stud and gypsum wall board or concrete masonry construction.
 - f. Minimum 4-inch concrete slab on grade and 4-inch concrete on over metal deck at raised floor system
 - g. Roof construction to be steel frame construction (pitched with min. 30 year shingles or standing seam or low-slope 0.060 EPDM with interior roof drains and overflow system)
4. Indoor Firing Range
- a. Total Area: 1,200 square feet
 - b. Additional regulatory design criteria- 2015 IBC, DOL 29 CFR 1910.1025 for ventilation requirements, EPA and OSHA requirements
 - c. Construction type to be Type1.
 - d. Basement location.
 - e. Perimeter wall construction to be reinforced concrete
 - f. Interior walls to be concrete masonry construction.
 - g. Minimum 4-inch concrete slab on grade and reinforced concrete ceiling.



POLICE DEPARTMENT SPACE DESIGN STANDARDS TABLE

Program Item		Area All Floors	Basic Space	Standard Space	Premium Space
	Public Entry				
1	Vestibule	80			X
2	Lobby	700			X
3	Interview Room #1	140		X	
4	Interview Room #2	100		X	
5	Juvenile Interview Room #1 (Public)	100		X	
6	Public Rest Rooms	420			X
7	Training/Conference/Media Briefing Room	1,100		X	
8	Training Room Storage	150		X	
	Subtotal - Public Entry		2,790		
	Records				
9	Records Office	550		X	
10	Records Office Supply Room	60		X	
11	Records Archive	550	X		
	Subtotal - Records		1,160		
	Department Administration				
12	Chief's Office	350		X	
13	Administrative Assistant Office	160		X	
14	Deputy Chief's Office	200		X	
15	Patrol Captain Office	150		X	
16	Captain Training Officer/Planning Office	150		X	
17	SRO Sergeant - Neighborhood Office	150		X	
18	Traffic Control Office	150		X	
19	Work Space	50		X	
20	File Room	100		X	
21	Administrative Area Storage Room	80		X	
22	Server/Network	150		X	
23	Administrative Rest Rooms	150			X
	Subtotal - Department Administration		1,840		
	Evidence/ID Bureau				
24	ID Bureau Public Interface Office	144		X	
25	Shared ID Bureau Office	180		X	
26	Secure ID Bureau Office	210		X	
27	Evidence Receiving	80		X	
28	Evidence Laboratory	240		X	



Program Item		Area All Floors	Basic Space	Standard Space	Premium Space
29	Evidence Storage	1,350	X		
30	General Evidence/ID Bureau Supply Storage	100		X	
	Subtotal - Evidence/ID Bureau	2,304			
	Patrol Facilities				
31	Command Office (Patrol)	400		X	
32	Command Office File Room	150		X	
33	Patrol Officers' Office	300		X	
34	Line Up Room (Roll Call/Jump Room)	525		X	
35	ERT Equipment Room	60		X	
36	Armory	60		X	
37	Weapons Cleaning	50		X	
38	DARE/Traffic Safety Storage Room	144		X	
39	Maintenance Office	120		X	
40	Copy/Utility	50		X	
	Subtotal - Patrol Facilities	1,859			
	Investigative Facilities				
41	Detective Waiting Area	200		X	
42	Captain's Office	180		X	
43	Detective's Office #1	144		X	
44	Detective's Office #2	144		X	
45	Detective's Office #3	144		X	
46	Detective's Office #4	144		X	
47	Detective's Office #5	144		X	
48	Conference Room	350		X	
49	Detective's Storage Room	120		X	
50	Interview Room #3	100		X	
51	Juvenile Interview Room #2	100		X	
	Subtotal - Investigative Facilities	1,770			
	Prisoner Processing				
52	Sally Port	900	X		
53	Processing Area	300		X	
54	Prisoner Unisex Rest Room	65	X		
55	Custodial Closet	20		X	
56	Interview Room #4	100		X	
57	Interview Room #5	100		X	
	Subtotal - Prisoner Processing	1,485			



Program Item		Area All Floors	Basic Space	Standard Space	Premium Space
Detention					
58	Male Cells (x6)	560	X		
59	Female Cells (x2)	280	X		
Subtotal - Detention		840			
Staff Facilities					
60	Break Room	200			X
61	Fitness Center (Shared with Fire Department)				
62	Male Rest Room	290			X
63	Female Rest Room	210			X
64	Locker Room	1,100		X	
65	Locker Changing Stations	112		X	
66	Command Officers Locker Room	380		X	
67	Command Officer Locker Room Changing Stations	52		X	
Subtotal - Staff Facilities		2,344			
Miscellaneous					
68	Tactical Storage	320		X	
69	General Storage	200		X	
70	Union Office	100		X	
71	Mail Area	15		X	
72	Janitor	40		X	
73	Housekeeping Storage	50		X	
74	Indoor Firing Range	1,200	X		
75	Mechanical/Electrical	600	X		
Subtotal - Miscellaneous		2,525			
Other Space					
	Second Stairwell	360		X	
	Circulation	2,270		X	
	Walls	1,892	X		
Subtotal - Other Space		5,022			

Totals >> 23,939



Space Finish Level Descriptions

Basic Space

Floors

- Sally Port, Prisoner Holding Cells and Prisoner Restrooms: High performance epoxy coating or polished concrete
- All other spaces: Architectural grade VCT or carpet

Walls

- Sally Port, Prisoner Holding Cells and Prisoner Restrooms: High performance epoxy coating – Two Coats
- All other spaces: Paint- Two coats

Ceilings

- Sally Port, Prisoner Holding Cells and Prisoner Restrooms: Painted structure
- All other spaces: Architectural grade suspended acoustic ceilings or painted gypsum wall board. (9'-0" minimum height)

Doors and Frames

- Sally Port, Prisoner Holding Cells and Prisoner Restrooms: Painted hollow metal
- All other spaces: Stained, solid core wood doors

Standard Space

Floors

- Architectural grade VCT or carpet

Walls

- Paint

Ceilings

- Architectural grade suspended acoustic ceilings or painted gypsum wall board.
- Training/Conference/ Media Briefing Room: Combination of painted gypsum wall board soffits and suspended acoustic ceilings. (10'-0" min. ceiling height)

Doors and Frames

- Stained, solid core wood doors

Insulated Folding Partition

- One full height and width of Training/Conference/ Media Briefing Room.

Ceiling mounted Projector and motorized screen

- Provide 2 systems in Training/Conference/ Media Briefing Room.



Premium Space

Floors

- Public Lobbies and Restrooms: Terrazzo and ceramic tile

Walls

- Public Lobbies and Restrooms: Full height tile

Ceilings

- Public Lobbies: Premium grade suspended acoustic ceilings or painted gypsum wall board
- Public Restrooms: Painted gypsum wall board

Doors and Frames

- Vestibules: Aluminum and glass entrance systems
- All other spaces: Stained, solid core wood doors

Specialized Security Screening

- Public lobby shared with the Courts shall incorporate a security screening system with a full height glass wall barrier the full width of the lobby separating secure lobby and unsecure vestibule.

D. Courts/ Probation

1. General Design Criteria

- a. Total Area: 16,800 square feet
- b. Additional regulatory design criteria: Administrative Rules of the Unified Court System & Uniform Rules of the Trial Courts, Rule of the Chief Judge, Part 34 Guidelines for NYS Court Facilities; and Maintenance and Operation Standard Supplemental Guidelines
- c. Construction type to be 2B- **non-combustible**.
- d. Multiple story construction allowed.
- e. Exterior wall construction to be cavity wall metal stud and masonry veneer construction.
- f. Interior walls to be metal stud and gypsum wall board with the exception of the following spaces which shall be concrete masonry unit construction:
 - i. Courtroom Prisoner Handling
 - ii. Drug Court Restroom/ Urinalysis
 - iii. Probation Restroom – Urine Screening
- g. Minimum 4-inch concrete slab-on-grade and 4-inch concrete on over metal deck at raised floor system.
- h. Roof construction to be steel frame construction (pitched with min. 30-year shingles or standing seam or low-slope 0.060 EPDM with interior roof drains and overflow system).



2. Long Term Storage

- a. Total Area: 1,200 square feet
- b. Construction type to be Type 1.
- c. Basement location.
- d. Perimeter wall construction to be reinforced concrete
- e. Interior walls to be metal stud and gypsum wall board or concrete masonry unit construction
- f. Minimum 4-inch concrete slab on grade and 4-inch concrete on over metal deck at raised floor system.
- g. Mechanical system design to provide adequate ventilation to maintain quality of stored paper files.



COURTS/PROBATION SPACE DESIGN STANDARDS TABLE

Program Item				Basic Space	Standard Space	Premium Space
	Courtrooms					
1		Criminal Courtroom	2,000			X
2		Waiting Area for 25	300		X	
3		Civil Courtroom	1,600			X
4		Waiting Area for 15	180		X	
5		Prisoner Holding	150	X		
6		Jury Rooms - 2	600		X	
7		Bathrooms for 2 Juries (4 restrooms)	300			X
		Chamber Suite #1				
8		Judges Chambers/Robing and Restroom	350			X
9		Court Attorney	150		X	
10		Secretary Office	200		X	
		Chamber Suite #2				
11		Judges Chambers/Robing and Restroom	350			X
12		Court Attorney	150		X	
13		Secretary Office	200		X	
14		Conference Room	300		X	
15		Interview Room	120		X	
		Subtotal - Court Space	6,650			
	Drug Court					
16		Coordinator' s Office 1	120		X	
17		Coordinator' s Office 2	120		X	
18		Staff Office	320		X	
19		Restroom/Urinalysis	75			X
		Subtotal - Drug Court	635			
	Administration					
20		Chief Clerk	200		X	
21		Main Office Space	800		X	
22		Security Office	120		X	
23		Lockers/Restroom for Security	300			X
24		Break Room	250			X
25		Administration Restrooms	150			X
26		Public Restrooms	320			X
27		Storage	250		X	
28		Long-term Records (On site - separate building)				



Ceilings

- Prisoner Holding: Painted structure

Doors and Frames

- Prisoner Holding: Painted hollow metal

Standard Space

Floors

- Architectural grade VCT or carpet

Walls

- Paint

Ceilings

- Architectural grade suspended acoustic ceilings or painted gypsum wall board

Doors and Frames

- Stained, solid core wood doors

Premium Space

Floors

- Court Rooms/ Judges Robing Rooms: Premium grade carpet
- Public Lobbies and Restrooms: Terrazzo or ceramic tile

Walls

- Court Rooms/ Judges Robing Rooms: Premium grade wood paneling and molding
- Public Lobbies and Restrooms: Full height tile

Ceilings

- Court Rooms/ Judges Robing Rooms: Combination of painted gypsum wall board soffits and suspended acoustic ceilings. (12'-0" min. ceiling height)
- Public Restrooms: Painted gypsum wall board (9'-0" min. ceiling height)

Doors and Frames

- Stained, solid core wood doors

Millwork

- Premium grade built in wood Judge's bench and Jury seating

E. County Emergency Management, EOC and PSAP – (ADD ALTERNATE ONLY)

1. General Design Criteria

- a. Total Area: 8,900 square feet



- b. Additional regulatory design criteria-
 - i. PSAP- NFPA 1221
 - ii. EOC- ASTM E2668
- c. Construction type shall be 2B- **non-combustible**.
- d. Multiple story construction allowed.
- e. Exterior wall construction shall be cavity wall metal stud and masonry veneer construction.
- f. Interior walls to be metal stud and gypsum wall board or concrete masonry construction.
- g. Minimum 4 inch concrete slab on grade and 4 inch concrete on over metal deck at raised floor system
- h. Roof construction to be steel frame construction (pitched with min. 30-year standing seam or low-slope 0.060 EPDM with interior roof drains and overflow system).
- i. Facility will be provided with an emergency generator with capacity to operate at full service.
- j. Entire PSAP Dispatch Room shall be equipped with a raised floor system.



**COUNTY EMERGENCY MANAGEMENT, EOC AND PSAP SPACE DESIGN STANDARDS TABLE
 (ALTERNATE)**

Program Item			Basic Space	Standard Space	Premium
Emergency Operations Centre (EOC)					
1	Incident Response Command Floor	1,000			
2	Executive Session/Special Operations	300		X	
3	Tactical Breakout	200		X	
4	EOC Break Room/Kitchenette - Shared w/ PSAP	400			X
5	Lockers/Coats	48		X	
6	HAM Radio	80		X	
7	EOC Office	120		X	
8	Rest Rooms - M & F - Shared with PSAP	400			X
9	Storage Room	250		X	
10	Secure Equipment	250		X	
11	Press Room	120		X	
Subtotal - EOC		3,168			
Public Safety Answering Point (PSAP)					
12	Dispatch	1,200			
13	Manager Office	180		X	
14	Ops Manager Office	120		X	
15	Work Area	80		X	
16	Training	300		X	
17	Radio/Server/Mechanical/Electrical - Share w/ EOC	500		X	
18	Storage	80		X	
19	Entry/Stair/Elevator - Share w/ EOC	450		X	
20	Men and Women Restrooms located within Dispatch	140			X
Subtotal - PSAP		2,874			
Emergency Management					
21	Fire Administration Coordinator Office	144		X	
22	EMS Coordinator Office	144		X	
23	Reception	100		X	
24	Deputy Director Office	150		X	
25	Director's Office	180		X	
26	Health Department	120		X	
27	EMS Training & Storage	180		X	
Subtotal - Emergency Management		1,018			



Program Item			Basic Space	Standard Space	Premium
	Miscellaneous				
	Circulation @ 10%	706		X	
	Walls @ 10%	706	X		
	Subtotal - Miscellaneous	1,912			
Totals >>			8,972		

Space Finish Level Descriptions

Standard Space

Floors

- Architectural grade VCT or carpet over raised floor system

Walls

- Paint

Ceilings

- Architectural grade suspended acoustic ceilings or painted gypsum wall board

Doors and Frames

- Stained, solid core wood doors

Premium Space

Floors

- Tile

Walls

- Full height tile

Ceilings

- Architectural grade suspended acoustic ceilings

Doors and Frames

- Stained, solid core wood doors



IV. GENERAL MECHANICAL, ELECTRICAL, SECURITY AND INFORMATION TECHNOLOGY DESIGN CRITERIA

A. HVAC

The building's HVAC systems shall conform to all applicable codes and regulations. The Developer shall anticipate that there will be multiple HVAC systems associated with the building due the specific demands of the individual departments. Each department shall have separate, dedicated HVAC systems as dictated by each department. The systems with- in each department shall be zoned and controlled to a level as dictated by the department's needs. Data closets thorough out the building shall have specialized, remote cooling and heating systems as required by the individual departments.

The entire building shall utilize mechanical equipped and systems that meet or exceed the minimum requirements of the Energy Conservation Code. The Developer is encouraged to recommend enhanced energy systems with a goal of exceeding the minimum design criteria by 25% percent.

B. Plumbing

The building's plumbing systems shall conform to all applicable codes and regulations. Although plumbing supply and sanitary may be centralized, domestic hot water demands shall be dedicated to the individual departments. All fixtures shall be water conservation type with flush valve type water closets, ultra-low flow urinals and sensor controlled faucets. Plumbing equipment; such as, water heaters shall be high efficiency type.

C. Electrical

The building's exterior and interior electrical systems shall conform to all applicable codes and regulations.

All exterior building mounted and pole mounted lighting shall be LED and provided as approved through the city planning board review process and shall be controlled by an approved timer or day/ night sensor system.

The electric service shall be coordinated with the local utility provider. Normally only one service is allowed to the site. For redundancy, emergency generators will be provided individually for the fire department, police department and the County EOC and PSAP, sized to provide full operating capacity to each department.

Power serving each department will be from individual sub panel electrical rooms with-in each department fed from the main switch gear room.

Lighting provided in premium spaces such as courts, public lobbies, training and conference rooms shall be a combination of general lighting, pendent and chandelier style lighting, and accent lighting that is generally anticipated in high level public spaces.

All lighting shall be high efficiency fluorescent or LED type fixtures with a preference to LED type fixtures wherever possible. Lighting systems shall be controlled per New York State Energy Code with a combination of manual switches, multiple levels of light, and occupancy sensors.



Lighting with-in a high concentration of computer area, such as the County PSAP Dispatch space shall have dimming and individual control capability.

The Developer shall provide a comprehensive building fire alarm and mass notification systems as required by applicable codes and regulations and as required by individual department design requirements.

D. Security

The Developer shall provide a camera surveillance system and entry control system that:

1. Monitors the exterior building perimeter and site parking areas, interior public spaces and circulation, and as required by individual departments. System shall have recording and storage of surveillance information as required by individual departments.
2. Provide a Common Access Card (CAC) or Key Fob system entry system that controls access to staff and other dedicated personnel as allowed for by the individual departments.

E. Information Technology and Telecommunication

The Developer shall provide a Main Telecommunication Rooms in the police department and PSAP areas sized in accordance with TIA Standard 569-D, Telecommunications Pathways and Spaces, for areas served. Additional telecommunication rooms shall be distribute throughout the building as required to maintain horizontal cable lengths and serviced with backbone cabling using star topology.

The Developer shall provide a Category 6 structural cabling system from the main telecommunication rooms to the desktop. The Category 6 cabling shall not exceed 290 feet per TIA standards. All components shall be Category 6 and be end to end solution with a 25 year certified warranty.

Communication systems engineering and design shall be performed and certified by a BICSI Registered Communications Distribution Designer (RCDD).

The building telecommunications cabling system shall consist of but not limited to cable jacks, terminal blocks, backboards, patch panels for voice and data networks an equipment racks.

Telecommunication grounding and bonding systems shall be provided per TIA-607B, Generic Telecommunications Bonding and Grounding (earthing) for customer premises.

The telecommunication system shall be labeled in accordance with TIA- 608B, Administration Standards for Telecommunication Infrastructure.



V. PROJECT CONTINGENCIES

Understanding that at RFP stage of the project it is impractical to identify and quantify all the miscellaneous building components costs that will eventually become part of the project. In an effort to anticipate these costs the Developer is requested to itemize contingency allowance amounts in their proposal and identify the building components anticipated to be included. Some of the anticipated building components may include among others:

1. Lockers and display casework
2. Shelving and built in casework
3. Elevators
4. Storage units including gun storage
5. Signage
6. Carport and Wash Bay construction and mechanical infrastructure



VI. SUBMISSION REQUIREMENTS

Developers are requested to include the following in their submissions and enumerated as outlined below:

A. Corporate and Project Team Information

Developers will provide corporate information including company name, legal status, address, corporate structure, names of officers with personal resumes, in addition to identifying consultant team members including architects, engineers, construction managers, and other project team members. Inclusion of a qualified emergency response design consultants is required.

B. Experience

Developer is requested to provide a list of projects performed over the past ten years similar in scope and size with the proposed project including a description of the project, financial arrangement related to the project, post occupancy operation involvement, names and contact information of architectural and construction partners associated with the project. Past project information should also include:

- Project name and location
- Project costs
- Year of completion
- Project size
- Construction and Post- Construction ownership structure
- Method of financing and name(s) of financial sources

C. Portfolio

Developer is requested to provide a description of its real estate portfolio identifying its current real estate holdings and other real estate arrangements.

D. Financial Capacity

Developers are requested to provide evidence of financial capacity to execute the project in timely manner in submitting financial statements of the Developer in addition to identifying the financial partners the Developer intends to work with along with written authorization to contact the Developer's financial partners.

All financial information will be held in the strictest confidence.

E. Project Proposal

As part of the proposal submission the Developer shall provide the following pertinent information:



Conceptual Project Design

- Conceptual site plan indicating site location, adjacent streets, and building footprint.
- Conceptual floor plan.

Site

- Proposed location(s) and method and approximate timeframe to acquire.

Materials, systems, infrastructure and pertinent design features

- Include a detailed description of the developer provided basic materials, finishes, structural system, MEP, hookups to FFE and specialized equipment, plumbing, security, communications, IT, data and other systems required for this facility to operate properly.

Approvals

- List of approvals required for your proposed site. How you would approach, negotiate and a timeframe to acquire necessary regulatory approvals.

Alternate

- Describe in detail how the inclusion of the Emergency Management Department, EOC and PSAP affect you proposal. Does it require additional land; cost to the facility, lease rate, security measures, materials etc.

Contingencies

- Provide a list of anticipated contingency items and proposed allowance amounts.

Existing Building

- Describe your approach to using the existing facility if you so choose. Will it be a purchase, "like in kind land trade" deed transfer to lower the lease rate or any other financial structure that can be negotiated with the City? Include a timeframe for development. The fire and police MUST remain until they can be moved into the new facility.

Project Management Plan

- Provide; in narrative form, the proposed project approach addressing responsibilities of all project members and anticipated expectations required of the City. Provide a preliminary Gantt chart schedule with proposed mile stones and major task with durations and anticipated resources.

Financial Plan-

- Outline the anticipated construction costs; name the proposed funding source(s), operating costs, and loan payment plan.



Post- Occupancy Facility Management Plan

- Developer shall indicate the proposed facilities management approach addressing custodial service, building and site maintenance, staffing, and snow removal. All are required. Developer may include as part of its current facility maintenance plan for its current holdings.

Proposal Letter

- Proposal letter shall include at a minimum the following:
 - Offering proposed lease and buyout terms,
 - Expression of interest in the existing building mentioned in the RFP (if any)
 - Alternate for the addition of the Emergency Management, EOC and PSAP to the facility with lease terms etc. based on this addition.
 - Agreement to the terms of the RFP including Indemnification and Insurance requirements.
 - Any exceptions to the RFP terms
 - Statement of “Conflict of Interest Disclosure”
- Developers will be required to submit statement that describes relationships between the Developer, its employees, agents or immediate family members that may be construed as a potential conflict of interest. In the event that no conflict of interest exists the Developer shall provide a statement to this effect. Existence of a potential conflict of interest may not disqualify the Developer from participation in the project but non-disclosure of such a conflict of interest will be cause for disqualification

Indemnification and Insurances

- The Developer and its design and construction partners will be required to obtain and maintain property, liability and other insurances related to the Project at limits acceptable to the City.
- Additionally, the Developer and its Project partners will agree to indemnify and hold harmless the City and its agents from all damages and/or injury arising out of any claim associated with the Project due to the omissions negligent actions of the Developer and/or its partners.



VII. REVIEW EVALUATION AND SELECTION CRITERIA

Submission Requirements

Proposal Submission must contain the all the information outlined in the RFP and outlined as enumerated in the RFP. Proposals shall be submitted in 8 ½" x 11" format as appropriate with the exception of drawings and schedules that may be submitted in a format that is most appropriate. Developers are requested to submit four sets of the proposal; in addition, to 1 electronic (pdf) copy by 4:00 PM, August 28, 2015.

Submissions shall be submitted in a plain envelope labeled "City of Auburn Public Safety Complex Proposal" with the firm's name and address. Submissions should be mailed or delivered to Department of Engineering Services, 24 South Street, Auburn, New York 13021 attention Seth Jensen.

Developer proposals shall remain valid for 120 days from the date submitted and may be extended only as agreed by between the City and the Developer.

The Developer is responsible for all costs associated with preparation and submission of their proposals and all subsequent meeting and additional submission efforts.

RFP submissions will be evaluated based upon the following scoring criteria:

1. Conceptual design and site location- 20 points
2. Proposed lease agreement and payment terms- 20 points
3. Prior experience – 15 points
4. Financial capacity- 15 points
5. Innovative approach to the project-10 points
6. Proposed project team including consultants (presented as an organizational chart)- 10 points
7. Project schedule- 5 points
8. Project and Post- Occupancy management approach- 5 points

It is the City's intention to shortlist the top 2-3 submissions for further evaluation. The short listed group should anticipate more detailed discussion of their proposals that may include but not limited to a presentation to the City, increased level of building and site design features, qualifications of team members, detailed analysis of financial aspects and proposed lease arrangements of the RFP.

Upon selection of a preferred Developer, the City will enter into negotiations to complete an agreement and finalize terms. The terms of the agreement; including proposed project team members, shall not deviate from this proposal submission without the expressed written approval of the City and in the event that terms cannot be achieved, the City reserves the right to terminate negotiations with the Developer and reopen negotiations with the next preferred Developer.

In submitting and signing a proposal the Developer understands and accepts the conditions of the proposal unless the Developer identifies exceptions in its proposal at the time of submission.

The City reserves the right to require additional terms and conditions as it deems appropriate and reserves the right to reject all proposal in full or in part. The Developer will bear all costs associated with the development and submission of its proposal.



Financial Considerations

The responsibility of securing construction and mortgage financing shall be with the Developer and its financial partners.



VIII. RFP SCHEDULE, QUESTIONS, AND SUBMISSION REQUIREMENTS

Schedule

Request for Proposal (RFP) Issued- June 24, 2015

Pre- Proposal Meeting- July 8, 2015

Last Day for Inquiries- August 14, 2015

Submission Deadline- August 28, 2015

Questions

All questions and clarification request shall be submitted electronically to Seth Jensen, PE. at sjensen@auburnny.gov. Deadline for all requests will be 3:00 PM, August 14, 2015 and requests received after this time will not be addressed. The City reserves the right to distribute request and responses to all participating Developers.



EXHIBIT A

Site Boundary Map



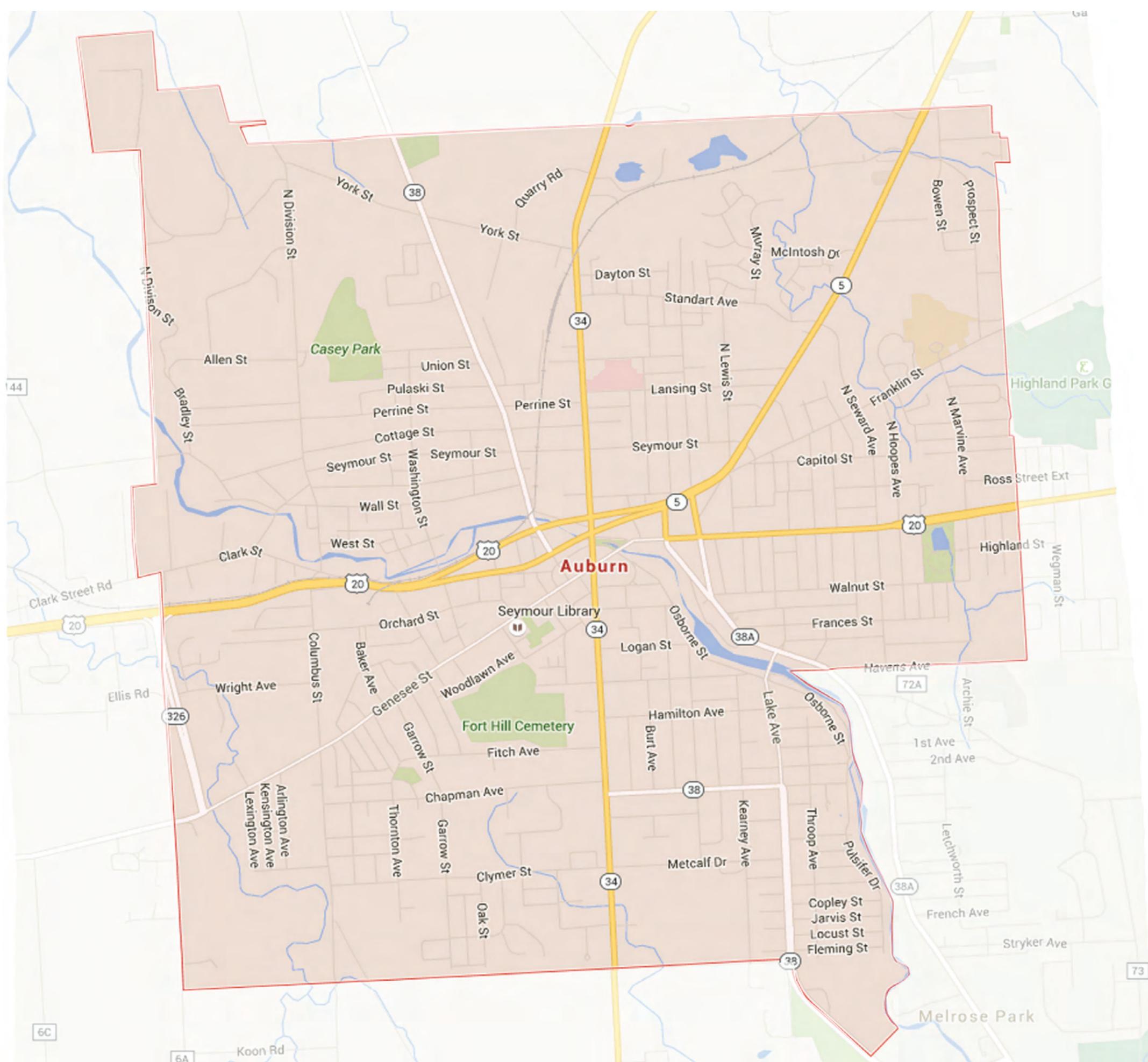


EXHIBIT B

Conceptual Site/Floor Plan



Conceptual Site/Floor Plan

Area F- FIRE DEPARTMENT

1st Floor- EMT/BUNKS/ FIRE FIGHTING
2nd Floor- ADMINISTRATION

AREA P- POLICE

1st Floor- PROCESSING/ HOLDING/
EVIDENCE & STAFF FACILITIES
2nd Floor- ADMINISTRATION/ RECORDS/
PATROL & INVESTIGATION
Basement- FIRE RANGE/ FILE STORAGE

AREA L- PUBLIC LOBBY

1st Floor- PUBLIC LOBBY
2nd Floor- PROBATION

AREA C- COURTS

1st Floor- COURTS/ DRUG COURTS &
ADMINISTRATION
2nd Floor- EOC

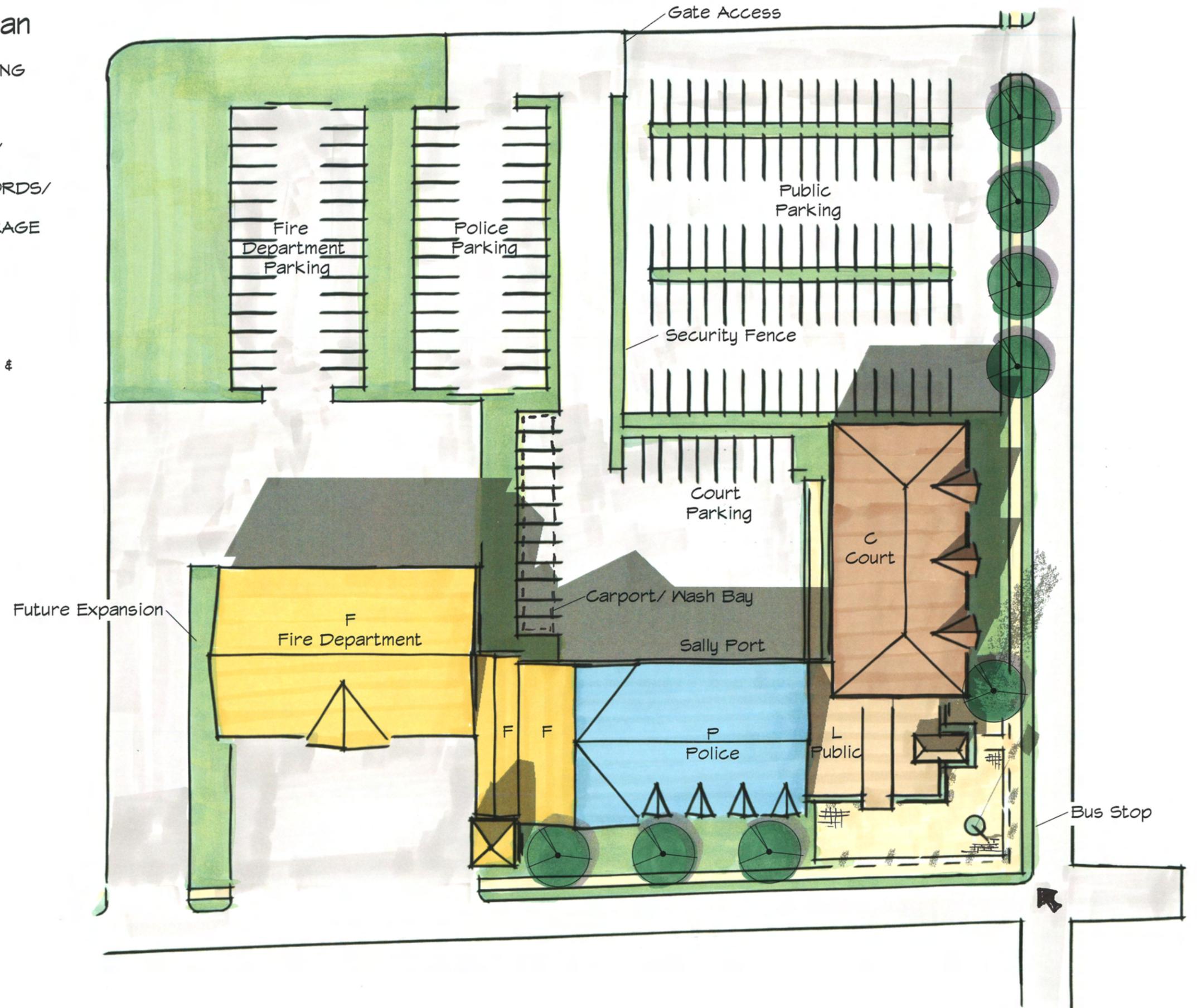
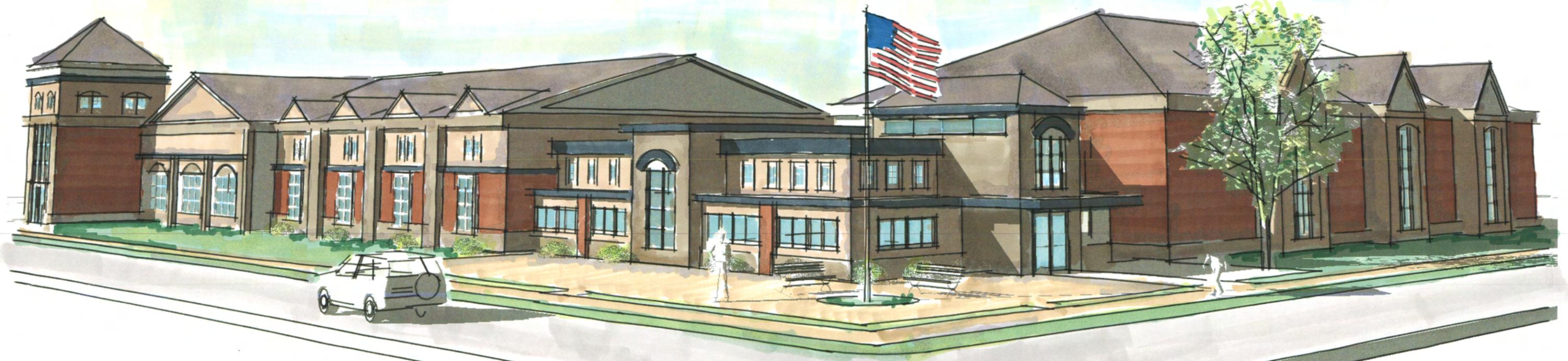


EXHIBIT C

Street View





STREET VIEW