



Request for Qualifications and Fee Proposals

**City Facilities Assessment and
Feasibility Analysis**

**Westwood City Hall and
Westwood Public Works Facility**

February 8, 2022



Request for Qualifications and Fee Proposals for

City Facilities Assessment and Feasibility Analysis

Westwood City Hall, Police Department, Public Works Facility and City Park

The City of Westwood, Kansas (the “City”) is requesting proposals and statements of qualification (the “Proposals”) for professional services to assess the City’s existing facilities and to analyze the feasibility of repairing or replacing such facilities as described in Section C herein (the “Services”) related to City Hall located on City-owned property at 4700 Rainbow Blvd. and the Public Works Facility located on City-owned property at 2545 W. 47th St. The City intends to select, hire and pay the successful applicant (the “Firm”) based on a qualification-based selection procedure.

The City and the selected applicant will negotiate an agreed upon a fee for the Services. The City also reserves the right to negotiate all other terms of the Proposal with the selected applicant.

A. PROJECT DESCRIPTION

Westwood City Hall, located at 4700 Rainbow Blvd., and Public Works Facility, located at 2545 W. 47th St., were built in 1990 and around 1915¹, respectively. Westwood City Hall houses the City’s council chambers, administrative functions, municipal court, building codes, and police operations as well as a rentable community room with adjoining full kitchen. The Public Works Facility is a single-use, dedicated facility for the City’s public works operations.

From the 1970s until around 2010, the City experienced consistent population loss, and revenues and population stabilization were uncertain. Since 2010, the City has benefited from consistent population growth and investments from both commercial and residential property owners. Over the last several years, the City has seen major private reinvestment and attention paid to making improvements in all corners of the city, indicating to City leaders that the positive market trend and population increases in Westwood will only grow for the foreseeable future and, with it, the City’s ability to adequately provide and fund operations and maintenance of its facilities.

In 2015 and again in 2021, the Urban Land Institute of Kansas City conducted a Technical Assistance Panel (TAP) to study the long-range highest and best land

¹ The Public Works Facility building was originally owned by the Strang Line Railroad to house street cars. In 1919, the building was purchased by the then-existing City’s Service Gas Company, which moved the building to its current Westwood site. In 1989, the City of Westwood purchased the land and the building and has since that time modified the building to meet the evolving needs of the Public Works Department.



use opportunities for publicly-owned property at and adjacent to the existing City Hall facility and the site of the City's Joe D. Dennis Park at 5000 Rainbow Blvd., as well as additional key sites. The focus of the 2015 ULI TAP ([available via this link](#)) was on stabilizing (and creating more certainty around) the City's financial sustainability and population stabilization, and how land use decisions by the City with its own property could create that desired security. The focus of the 2021 ULI TAP ([available via this link](#)) was on leveraging the City's current market position to create long-term financial sustainability, building upon and around the recently-secured future of Westwood View Elementary in Westwood and the Shawnee Mission School District's stated intent to honor its Option Agreement with the City to purchase the site of the existing elementary school once it is decommissioned, following construction of the new Westwood View on an adjacent parcel.

The recommendations from those studies which are most relevant to this RFP include:

- Redevelop the City Hall site for commercial uses;
- Relocate City Hall upon the existing site to accommodate mixed-use commercial redevelopment or relocate City Hall to the southwest corner of 50th & Rainbow on publicly-owned land there;
- Study the feasibility of co-locating public works and police operations on the existing Public Works Facility site;
- Increase and improve park and civic gathering spaces;
- Increase and diversify housing options;
- Make Rainbow Blvd. more pedestrian-friendly; and that the
- City should execute purchase option to obtain control of the former Westwood View school site.

The 2017 Master Plan ([available via this link](#)) also supports these recommendations as they relate to the City's facilities.

The City desires to achieve four important goals for this project (the "Project"), including:

a. Identify any areas of (i) deferred maintenance on the existing facility, (ii) operational inadequacy/obsolescence of the existing facilities, (iii) facility alternatives and (iv) replacement of the City Park specifically considering the following objectives:

i. Existing Facility – Deferred Maintenance

- Investigate condition of all primary building systems, including, but not limited to building envelope, MEP/FP systems, ADA compliance, energy efficiency, etc.
- Investigate condition of all site improvements for ADA compliance, durability, maintenance, etc.



- ii. **Existing Facility – Operational Inadequacies/Obsolescence**
- Consider current operational needs of City administration, public works, police, and municipal court;
 - Build in capacity to shift and share spaces amongst City operations consistent with modern and future municipal service delivery, resulting from the integration of emerging technologies and changes in land use;
 - Support best practices in security and safety measures as well as integrated technology through the facilities' structure;
 - Provide accommodations to engage with community members and groups within the current or new facilities, which are forward-thinking considering the changing nature of how community members interact with local government; and
 - Incorporate innovative design characteristics for contemporary civic buildings, public works, police, and courts facilities, including environmental sustainability.
- iii. **Facility Alternatives** – Constructing facility alternatives;
- It is anticipated that the future program would be similar to the existing facilities which are generally summarized as follows;
 - Administration and Municipal Court 5,050 SF
 - Council Chambers 1,800 SF
 - Community Room 2,000 SF
 - Police Operations 4,950 SF
 - Public Works 19,000 SF
 - Alternative solutions may consider the following;
 - Construct new City Hall at either 50th & Rainbow Blvd. within an expanded park or location within a new mixed use commercial development at 47th & Rainbow Blvd.
 - Construct a new facility for police and public works operations at the site of the existing Public Works Facility.
- iv. **New City Park** – Demolishing the existing Westwood View Elementary School and replacing it with a public park, to cover the full area of the parcels currently owned by the Shawnee Mission School District at 2511 W. 50th St.



b. Deliverables should include recommendations of planning solutions and professional conceptual estimates of total probable cost (construction, professional services, financing, contingency, FFE) for:

i. **Existing Facility - Deferred Maintenance**

- Addressing any and all identified areas of deferred maintenance by site/building system.
- Findings should be prioritized by importance for continued building function.

ii. **Existing Facility - Operational Inadequacies/Obsolescence**

- Reprogramming and redesign necessary to overcome operational inadequacy/obsolescence of the existing facilities (as described above);

iii. **Facility Alternatives** -

- Plans should address current best practices for administrative, municipal court, police, public works, and council operations.

and

iv. **New City Park**

- Plans should consider integration with current residential scale and options for either or both medium density residential and small scale commercial development.

c. Present Project process, findings for each of the four important goals, and Firm's professional recommendations to the City with a:

- i. Public presentation to the Westwood Governing Body; and
- ii. Final printable report to be posted on the City's website.



B. PROJECT TEAM

The City has created a steering committee (the “Steering Committee”) to guide the Firm’s work and to provide key input on and responses to questions or requests that the Firm may have throughout the Project.

Steering Committee team members include:

- Westwood Mayor – David Waters
- Westwood City Council – Holly Wimer
- Westwood Planning Commission – David Kelman
- Westwood Foundation – Sean O’Brien
- Westwood community at-large – Lisa Fielden
- Westwood City Administration – Leslie Herring
- Westwood Police – Chief Curt Mansell
- Westwood Public Works – Director John Sullivan

Respondent Team members include:

- Existing Facility
 - Engineering staff experienced with investigating condition of all primary building systems, including, but not limited to site improvements, building envelope, MEP/FP systems, etc.
 - Planning/Programming staff experienced with operational best practices and addressing the operational inadequacies/obsolescence of existing facilities, if any.
- New Facility
 - Planning staff necessary to conceptually program, site, and plan for new facility alternatives.
- New City Park
 - Planning staff experience with civic park planning.
- Professional estimating staff necessary to provide conceptual estimates for total project costs for (i) Facility Assessment, (ii) remodel to address operational inadequacies/obsolescence, (iii) constructing New Facility, if recommended to be either situated in the City Park or integrated into a redevelopment of 47th & Rainbow, and (iv) constructing the new City Park.



C. SCOPE OF SERVICES

1. Discovery Phase Services

- 1.1. Firm shall create a list of documentation needed from the City to perform Services.
- 1.2. Firm shall receive and review documentation from the City.
- 1.3. Firm shall perform on-site evaluation of existing City facilities.
- 1.4. Firm shall conduct interviews of operational staff to understand issues with existing City facilities and future demands.
- 1.5. Firm shall conduct limited public engagement to ensure citizen input is represented in the Project and that facility recommendations take into account public desires and expectations.
- 1.6. Firm shall facilitate discussions and provide recommendations to improve energy efficiency and other aspects of environmental sustainability into the facilities.
- 1.7. Firm shall facilitate discussions and provide recommendations to improve security and safety measures as well as to integrate technology into the facilities.
- 1.8. Firm shall be available for questions and follow-up by telephone, virtual meeting, or site meetings with Steering Committee or City staff.

2. Estimation Phase Services

- 2.1. Firm shall prepare opinions of total probable costs to be incurred by City to address any and all identified areas of deferred maintenance and operational inadequacy/obsolescence of the existing facilities (as described above).
- 2.2. Firm shall prepare opinions of total probable costs to be incurred by City in designing and constructing the facilities recommended by the Firm, including demolition costs.
- 2.3. Firm shall prepare an opinion of total probable cost to be incurred by City in designing and constructing a park similar in nature to that illustrated in the 2021 ULI TAP Report, with additional guidance provided by the Steering Committee during the Project, including demolition costs.

3. Presentation Phase Services

- 3.1. Firm shall present preliminary/conceptual recommendations to the Steering Committee ahead of the public presentation, allowing adequate time to incorporate feedback from the Steering Committee into the public presentation and final report.
- 3.2. Firm shall present the Project process, findings, and professional recommendations to the Westwood Governing Body at a public meeting,



allowing adequate time to respond to questions regarding the Project and findings during that meeting.

3.3. Firm shall provide a formal, written report of its findings to the City for posting on the City's website for public consumption.

4. Desired Project Schedule

See below for all Pre-Contract activities (Section F.2.5).

Milestone	Date
Notice to Proceed	Within two (2) weeks after receipt of signed contract
Complete Discovery Phase	Within eight (8) weeks after receipt of signed contract
Complete Estimation Phase	Within sixteen (16) weeks after receipt of signed contract
Complete Presentation Phase	Within twenty (20) weeks after receipt of signed contract
Deliver Final Report	Within twenty-four (24) weeks after receipt of signed contract



D. QUALIFICATIONS

Proposals should include the following detailed information:

1. Description of applicant firm's history and number of years' experience providing similar services to those described herein;
2. Identify the applicant's principals, managers and key staff members who would be assigned to perform the Services and describe the professional qualifications and experience of each such person with regard to the scope of services listed in this RFP. Please list the key staff members you are proposing for this engagement and their experience and job responsibility/title with the current and past assignments you list in Item No. 4 of this list of qualifications.
3. Percentage of applicant revenue derived from similar work;
4. List of current and past assignments for which similar services were provided including description of projects, whether or not the entity for which the services were provided was public or private, the size of any public entity for which services were provided, project commencement and completion date, any subcontractors engaged by the Firm, and staff member(s) assigned to each project;
5. At least five (5) references of clients, including at least one (1) public entity, for which similar services have been performed with contact names, address, telephone number, and e-mail address.
6. Demonstration of ability to perform services comparable in design, scope and complexity to this Project.
7. Description of your approach to performing Services, including timeline for meeting or accelerating desired Project completion date.
8. Description of approach to seeking and incorporating Steering Committee, City operational staff, and public input and a summary indicating roles and responsibilities of Firm and City.
9. An example of a regular status report/update that documents project status, milestones, and outstanding action items.
10. A proposed fee to provide the Services, the basis for the fee including an itemized breakdown of all items including overhead and profit, and proposed reimbursable expenses to be charged to the Project. Final determination of fees/expenses will be negotiated between the City and the successful applicant. Please include all hourly rates associated with each Firm member proposed for the project.



E. FEE PROPOSAL

Firms should submit their fee proposals for each of the following important goals;

- iii. Existing Facility - Deferred Maintenance
- iv. Existing Facility - Operational Inadequacies/Obsolescence
- v. Facility Alternatives
- vi. New City Park

Please provide a list of hourly rates for each member of the firm and subconsultants.



F. PROPOSAL SUBMISSION & SELECTION

1. Proposal Submission

1.1. To be eligible for consideration, **one (1) electronic copy** of the response to the RFP must be received by the City of Westwood no later than **3:00 PM CST, on March 11th**. Late submittals will not be considered and will be returned to submitter unopened. The font should not be smaller than 12 point. Covers, cover letter (single page max) and table of contents are not included in the 10-page limit. Further details regarding page counts follow:

Item	Page Requirements
Firm Information and Qualifications (Item Nos. D.1 – D.3 listed above)	Three (3) single letter-sized pages total.
Firm's Past Relevant Experience (Item Nos. D.4 – D.6 listed above)	Three (3) single letter-sized pages total.
Proposed Project Approach (Item Nos. D.7 – D.9 listed above)	Three (3) single letter-sized pages total.
Fee Proposal (Item No. D.10 listed above)	One (1) single letter-sized pages total.

1.2. If mailing or delivering a flash drive, the envelope should be addressed to:

City of Westwood
Attn: Leslie Herring
4700 Rainbow Blvd.
Westwood, KS 66205

If emailing your submission, please email to Leslie Herring at leslie.herring@westwoodks.org. If you email the file, it is your responsibility to ensure that the proposal has been received and not blocked by a spam filter or rejected due to file size. To confirm receipt of the file, contact Leslie Herring at leslie.herring@westwoodks.org or 913-942-2128 prior to 3:00 PM CST on Friday, March 11, 2022.



1.3. The City will host a pre-proposal meeting for all interested Firms to ask preliminary questions and gain clarity around any elements or requirements of this RFP. Details follow:

When: Tuesday, February 22, 2022 at 2:00 PM

Where: Zoom virtual meeting

Topic: Westwood Facilities Study Pre-Proposal Meeting

<https://us02web.zoom.us/j/84137721058?pwd=eW5jb2o3a1BFUjVHZkZjd0JaK0syZz09>

Meeting ID: 841 3772 1058

Passcode: 520473

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Questions/requests for clarification must be submitted in writing to the City by March 1, 2022 at 12:00 PM (noon) CST. Please submit questions in writing to Leslie Herring at leslie.herring@westwoodks.org.

1.4. All questions, requests for clarification, and related responses as well as a recording of the pre-proposal meeting will be posted to the City of Westwood's website by close of business on Friday, March 4, 2022. A link to that content will be available here: <https://www.westwoodks.org/publicnotices>.

1.5. To avoid inconsistencies and confusion, all communication related to the Proposal process is requested to be directed to Leslie Herring. Contact with other City personnel regarding the Proposal or this Proposal process may be grounds for elimination from the selection process.

1.6. A Proposal may be withdrawn prior to the submission deadline. After the submission deadline, all Proposals received shall remain valid and be binding upon the applicant if accepted by the City within sixty (60) calendar days after the submission date. The City is not responsible for any costs incurred in connection with preparation of any Proposal submittal.

1.7. The City reserves the right to accept or reject all Proposals and to waive any technicalities or irregularities therein. Further, the City reserves the right to negotiate all terms of the Proposals. All persons submitting a Proposal agree that rejection shall create no liability on the part of the City because of such rejection.

1.8. The City is exempt from State and local sales taxes by K.S.A 79-3606.



1.9. The City or any of its agencies will not hold harmless or indemnify any respondent for any liability whatsoever.

1.10. Respondent shall, in addition to any other obligation to indemnify the City of Westwood and to the fullest extent provided by law, indemnify and hold harmless the City of Westwood and its elected officials, employees and agents from and against any and all claims and damages resulting from any error, omission or negligent acts of the respondent its agents, employees or representative in the performance of the respondent's duties under any agreement resulting from award of this proposal. The indemnification obligations hereunder shall not be limited.

1.11. All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

1.12. No respondent to this request shall in any way, directly or indirectly, discriminate against any person because of age, race, color, disability, sex, sexual orientation, gender identity, national origin, or religious creed. Successful respondent must comply with the Kansas Act Against Discrimination and, if applicable, execute a Certificate of Non-Discrimination as provided in K.S.A. 44-1030.

1.13. The respondent acknowledges that any proposal, correspondence, documents or other records submitted to the City will be considered an open public record pursuant to the Kansas Open Records Act.

1.14. The invalidity, illegality or unenforceability of any provision of this Request for Proposals or subsequent agreement, shall in no way affect the validity or enforceability of any other portion or provision of the agreement.

2. Evaluation of Proposals

2.1. From RFPs received, the Steering Committee will review the submittals and rank the firms according to the following criteria:

Qualification	Weighted Importance
Ability to accomplish project within desired timeframe at a cost acceptable to the City	5%
Project understanding	10%
Experience and availability of key personnel	10%
Experience on similar projects	10%
Approach to Project phases	25%
Demonstration of creativity in developing solutions to critical issues	40%



- 2.2. The Steering Committee will evaluate Proposal submissions and will select three (3) – five (5) applicants for interviews. Selected Firms will be notified to schedule an interview.
- 2.3. After completion of interviews, a recommendation for selection will be made to the Governing Body and City staff will endeavor to negotiate a contract with the successful applicant. In the event a mutually agreeable contract cannot be negotiated, City staff will then enter into contract negotiations with the next highest rated applicant until a mutually agreeable contract can be negotiated, or alternatively, the City may reject all remaining submissions.
- 2.4. The remaining firms will be notified by letter after contract execution with the successful Firm.
- 2.5. Preliminary timeline for Firm selection:

Milestone	Date
RFP Released	February 8, 2022
Pre-Proposal Meeting	February 22, 2022, 2:00 PM
Posting of Pre-Proposal Meeting Recording	February 25, 2022
Deadline for Requests for Clarification and Questions	March 1, 2022
Posting of All Responses to Requests for Clarification and Questions	March 4, 2022
Proposals Due	March 11, 2022, 3:00 PM
Review of Proposals	Week of March 14, 2022
Interviews	Week of March 21 and/or 28, 2022
Selection Recommendation to Governing Body	April 14, 2022
Contract Negotiation and Execution	Week of April 18, 2022
Notice to Proceed/Project Kick-off Meeting	Week of May 2, 2022