

## City of Moore Public Safety Training Center RFP 2024-005

### Intent:

The City of Moore is seeking statements of qualifications and proposals from firms or teams interested in providing architectural and engineering services for the new City of Moore Public Safety Training Center, a state-of-the-art public safety resiliency and training facility to serve the City of Moore Police and Fire Departments. The qualifications process will be used to select finalists for further consideration through an interview. The interview will result in an award of the contract for the project through subsequent contract negotiations with the highest ranked firm or team.

The project will consist of the following tasks / phases:

- Facility Master Plan & Programming
- Schematic Design
- Design Development
- Construction Documents
- Contract Administration

### Requirements:

Provide a digital PDF file of your submission.

All responses to this request should be submitted via email to:

Brooks Mitchell, City Manager, 301 N. Broadway Ave, Moore, OK 73160  
[bmitchell@cityofmoore.com](mailto:bmitchell@cityofmoore.com)

A mandatory pre-proposal / informational meeting will be held in person on 12/09/2024 at 10:00 am CT.

Location: 301 N. Broadway, Moore, OK 73160

Questions regarding this RFP must be submitted prior to the date listed in the schedule to:

Brooks Mitchell  
City Manager  
[bmitchell@cityofmoore.com](mailto:bmitchell@cityofmoore.com)

Answers to questions will be posted to the City website by the date provided in the schedule.

**Schedule:**

Release of RFP:	November 22, 2024
Informational meeting: 10:00 a.m.	December 09, 2024
Questions and requests for clarifications due:	December 16, 2024
Responses to questions and clarifications	January 07, 2025
Deadline to submit proposals	January 14, 2025 by 5:00 PM
Selection of finalist interviews	January 28, 2025
Selection announced	February 19, 2025

**Project Details:**

**Moore Fire Department (MFD)** MFD provides fire protection, emergency medical services, and disaster response to Moore, Oklahoma. The department prioritizes rapid response, excellence in operations, and community engagement through prevention initiatives and public education. To meet growing demands, MFD seeks a new Public Safety Training Center for advanced training in fire suppression, rescue operations, hazardous materials management, and emergency medical response.

**Moore Police Department (MPD)** MPD serves Moore with a focus on integrity, professionalism, and community engagement. The department emphasizes strong community relationships, transparency, and crime prevention. To address the needs of the expanding community, MPD requires a modern Public Safety Training Center for advanced training in crisis response, de-escalation, tactical operations, and technology-driven strategies.

Both MFD and MPD aim to enhance their capabilities and maintain high service standards through the proposed training center, which will promote multi- agency collaboration and ensure operational readiness.

**Project Summary:**

The City of Moore has a secured 25.5 acres of land for the new City of Moore Oklahoma Public Safety Training Center in the 800 block of SW 4<sup>th</sup> Street. The City is in the process of final platting the site and establishing the address for the parcel. See Exhibit A for a site diagram.

Anticipated programmatic elements for the City of Moore Public Safety Training Center:

- Administration / Classroom Building
- Driver’s Skills Pad big enough to include, but not limited to: The JPRs listed in NFPA 1002 or VFIS Competency Course for Fire Department Vehicle Training and CLEET Skills Course & In-City Course Driving for Police Department Training
- Indoor Tactical Gun Range – (12) 50 yards / (6) 25 yards
- Defensive Tactics Room

- Reconfigurable Tactical Maze / Virtual Shoot House
- Class A Residential Burn Buildings (single story & two story)
- Class A Tower Burn Building
- Gravel Pad Area for site burn props: car fire, dumpster, propane tank, gas grill, etc.
- Zone for confined space and trench prop
- Wellness / Fitness Building
- Facility Storage / Storage Building (large enough for fire apparatus) / Outdoor Classroom
- Outdoor fitness running track

**Scope of Services:**

The selected firm/team will work closely with the City of Moore, City of Moore Fire Department, and the City of Moore Police Department to plan, design, coordinate, develop, and provide contract documents to be delivered via a design-bid-build process utilizing a modified AIA B101 as the standard form of agreement.

Responding firm should have expertise in public safety training facility planning and design related to the following services.

- Integrated Sustainable Design
- Schematic Design
- Design Development
- Construction Documentation and Specifications Bidding
- Construction Administration Project Close-Out
- Interior Design
- FF&E (including design, layout, specifications, procurement, and installation oversight)
- Signage Design

**Cost Estimating Qualifications:**

The selected architectural and engineering team must be experienced in the design of similar public facilities with knowledge of public safety training center operations, trends, and innovations. Staff assigned to the project should have extensive expertise related to public safety training center design at all applicable phases of the project. Submitting firms must demonstrate the capability to produce a facility consistent with the needs and goals outlined in this RFP by the City of Moore, City of Moore Fire Department and City of Moore Police Department. The client specifically seeks interested firms with previous public safety training center planning and design experience of similar size, scale, and programming objectives, having completed facilities of comparable scope within the last ten years. The City of Moore also seeks firms able to provide knowledge of local codes and agencies.

**Submission Requirements:**

Submissions must be no more than (30) 8 1/2"x 11" pages.

Items NOT included in the 30-page limit are:

- Cover Letter
- Proposal Organizational Tabs / Divider Pages
- Detailed Team Personnel Resumes
- City Forms: Non-Collusion Affidavit of Vendor

**A) Provide a Firm overview and overall qualifications.**

**B) Project Team**

- Team and organizational chart
- Resumes of key personnel assigned to the project, highlighting experience on similar projects (not included in total pages)
- List of professional consultants and roles for the project, include relevant project experience.

**C) Relevant Experience**

- Examples of public safety training centers (joint facilities shared between fire and law enforcement) completed within the last ten years of work that is relevant in size and aspiration.
- Other information relevant to the design of exemplary public safety training centers (joint facilities shared between fire and law enforcement).

**D) References**

- Provide at least three client references with the following contact information:
  1. Name
  2. Title
  3. Address
  4. Email
  5. Phone

**E) Project Approach**

Describe in detail the process you will follow to provide the outlined services.

**Phase One – Project Due Diligence:** Scope shall focus on engagement and interactions with City of Moore, City of Moore Fire Department, and City of Moore Police Department leadership and staff to conceptually define and establish project planning and design parameters, scope, and opinion of cost.

**Phase Two - Contract Document Phase:** Scope shall focus on design process and delivery.

1. Proposed preliminary schedule and work plan with deliverable dates.
2. Approach to community engagement.

**Evaluation**

**A) Review Process**

- The committee consists of members from
  - i. City of Moore
  - ii. City of Moore Fire Department
  - iii. City of Moore Police Department

Shortlist for interviews: the committee will select up to three teams for interviews.

- Interview: details provided at shortlist notification

**B) Criteria**

- Understanding of joint public safety training facility planning, design operations, sustainability for joint fire and law enforcement facilities.
- Quality and number of past projects similar and relevant to the scope and complexity of this project
- Demonstrated innovation in public safety training facility planning and design.
- Project team expertise
- Performance with respect to budget

- Response to goals outlined in this RFP
- Other relevant factors appropriate to this project

The Selection committee shall rank the firms after the above-mentioned evaluation process. The City Manager will negotiate a contract with the top ranked firm that is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated with the top ranked firm, the City may negotiate with the other firms in order of their qualifications.

Training Facility Location (800 block of SW 4<sup>th</sup> Street, Moore, OK 73160)

