

**The City of Bismarck ND Public Works Department
REQUEST FOR QUALIFICATIONS
for
ARCHITECTURAL & ENGINEERING SERVICES
For the Construction of a
NEW POLICE HEADQUARTERS**

INTRODUCTION

The City of Bismarck (City) Public Works Service Operations is inviting qualified Architectural and/or Engineering firms to respond to a Request for Qualifications for the construction of a new Police Headquarters Campus for the City of Bismarck.

BACKGROUND

The Bismarck Police Headquarters have been in their current location, 700 South 9th Street, Bismarck ND for over 46 years, and they have physically outgrown their existing facility. The Police Department currently has a total of 166 authorized staff of which 136 are sworn officers. All these personnel are currently working out of this facility.

The City recently purchased 9.8 acres of land for a new Police Headquarters at 2705 Valley Forge Street, Bismarck ND. We are looking for an Architectural and/or Engineering Firm(s) to prepare a space analysis to determine the appropriate size of the new Headquarters allowing for anticipated growth over the next 50 years. Once the space needs are determined, the selected firm will obtain environmental clearances for the land, (if needed), design the facility, develop specifications, assist in bidding the project and perform necessary construction oversight.

SCOPE

The selected firm(s) will conduct interviews with appropriate staff and/or group meetings related to space assessments to determine exact needs and requirements. This will cover a detailed space-by-space definition of the elements needed for facilities based on current usage, desired new amenities, and a phased growth plan for future expansions of fleet, personnel, and technological needs. This analysis will include the potential use of the existing headquarters and Sleepy Hollow facility.

It is anticipated that in order to properly estimate the projected growth of the department, the analysis will include a summary of recent historical growth trends in population, university and school enrollment data, City/County economic development reports, annexation data, business growth & building permit trends. It is anticipated that conversations may be needed with the City of Bismarck Planning Department staff, the Bismarck-Mandan Chamber EDC and the Bismarck-Mandan Convention & Visitors Bureau to fully estimate the appropriate growth over the next 50 years.

The new facility will be located at 2705 Valley Forge Street, in Bismarck. The new facility will feature a one facility concept, where all police department functions are addressed in one facility. Items that need to be studied to make recommendations on a future facility are, but not limited to:

- Conduct a thorough evaluation of the Bismarck Police Department operations, and identify areas where the current facility is not meeting the department's needs
- A study/evaluation of the routine operations of the Bismarck Police Department in order to achieve a thorough understanding of the various operations, and/or services
- Identify and determine, for each operational element/unit, a set of specific space needs for both current and long-term operations (50 years). Phased construction may need to be considered
- Provide approximate construction and furnishings costs for a new facility
- Soil analysis to determine if the site is suitable for construction of such facility

- Site Security
- Site plan showing building area, parking for police vehicles and equipment, employees and customers along with any anticipated site amenities needed
- Employee Parking
- Adequate indoor storage for vehicles and equipment needs to be stored inside
- Needs for offices and common workspace areas
- Personnel Records Storage
- Patrol Division Room, Supervisory Office, Files/Storage/Operations
- Records Availability and Records Archives
- State of the art Information Technology
- Communication Systems
- Secure Evidence Storage
- Crime Analysis lab
- Investigations area
- Evidence and Crime Scene Processing areas
- Secure evidence storage area
- Weapons armory
- Interview rooms with closed circuit television
- Multiple meeting rooms for shift briefings, training, conferences, major investigations, emergency operations, luncheons and training for all staff
- Media Briefing Room
- Drug Enforcement
- Adequate storage space department wide
- Exercise Room
- Locker Rooms and Showers
- Janitor Closets and Storage
- Public Parking
- Secure parking for Fleet and Specialty vehicles
- Secure Employee Parking
- Building Security and CCTV Monitoring
- Emergency Backup Power
- Special Teams Preparations and Storage area
- Special vehicle storage and evidentiary vehicle processing area
- Building expandability
- Crime data operations center
- Drone operation space
- Meet all federal ADA requirements
- Automated Carwash Bay
- Possible Indoor shooting range
- Fuel Island(s)

SPACE & SITE STUDIES

The City hired Leo A Daly to do a preliminary Space and Site study for a new Police Headquarters building several years ago. Those studies will be made available to the selected Architect and/or Engineering firm to build off their findings.

BIDDING METHOD

Depending upon the cost of the project, we will either utilize the design, bid, build method or a Construction Manager at Risk (CMAR) method where the CMAR would oversee the construction of this project. The firm selected will have input on which method of bidding would be best for this type of project to ensure the facility is designed and constructed in the most efficient way possible. If the CMAR method is selected, the selected Architect and/or Engineer will need to work closely with the selected CMAR firm.

EXISTING FACILITY

As stated previously, the City of Bismarck prefers a “one facility concept”, where everything is located under one roof, however, should the cost of this one facility concept grow to more than the City can afford, the City will need the selected Architectural/Engineering firm to analyze the existing facility and make recommendations on what, if any features could remain at the existing facility, to lower costs, while maintaining department efficiencies.

EXACT SCOPE OF WORK

This RFQ is intended to give prospective Architects and/or Engineers a basic understanding of what the City of Bismarck is looking to accomplish, it is not intended to identify every detail needed to construct a new Police Headquarters. An exact scope of work will be developed with the successful Architect and/or Engineer and the appropriate fees will be negotiated based on that agreed upon scope of work.

SITE VISIT

Given this is the construction of a new facility a site visit will not be held, however if prospective Architects and/or Engineers want to view the new site, they can drive by the location at 2705 Valley Forge Street, Bismarck ND. Visits of the current Bismarck Police Headquarters and the Sleepy Hollow Station can be arranged with the Bismarck Police Department upon request.

TENTATIVE SCHEDULE

Proposals Due – 3:00 PM CT on Monday, December 1, 2025

Interview Consultants (If needed) – Friday January 9, 2026

Signed Contract – January 30, 2026

Bid Project – February 2027

Construction – Spring 2027

QUALIFICATIONS STATEMENTS DUE: 3:00 PM on Monday December 1, 2025

Submit seven (7) hard copies and one digital copy of proposal to:

Mail or deliver documents:

Public Works Service Operations

Attn: Steve Salwei, Public Works Service Operations Director

Mailing Address: PO Box 5503, Bismarck, ND 58506-5503

Physical Address: 601 South 26th Street, Bismarck ND 58504

Written proposals shall address the firm's experience with the construction of other Police Headquarters or facilities of a similar nature, and your ability to perform the defined services in a timely manner and meet the above listed timelines. Written proposals shall be limited to a maximum of 20 single-sided or 10 double-sided pages on standard letter (8-1/2x11) paper using size 11–12 fonts. The primary items for consideration will be, but not limited to, the firms:

1. Technical capabilities of the firm and of the proposed project team
2. Knowledge, Experience and Performance of Firm(s) with the construction of similar Police Headquarters Facilities.
3. Understanding of project and proposed work approach
4. Knowledge of regulations around Law Enforcement Facilities and local conditions
5. Ability to respond in a timely manner
6. Relevant experience and availability of qualified personnel.
7. Ability to meet project schedule.
8. Location of the firm.

The architect will be selected based upon Statements of Qualification. A selection committee will rank the proposals and recommend a single firm to the Board of City Commissioners. A detailed scope of work will be developed, and the fee will be negotiated with the selected firm. Failure to reach an agreement acceptable to the City of Bismarck will result in negotiation with the second most qualified firm. A professional services agreement will be carried out with a single firm.

The City reserves the right to reject any or all proposals or inquiries, waive any informality in the process or to accept any response it may deem to be in the best interest of the City.