

CITY OF NORMAN, OKLAHOMA

REQUEST FOR PROPOSALS (RFP)

**Facility Condition Assessment and Space Needs Analysis
for the City of Norman Police Department**

Proposals may be mailed or delivered in person to:

Norman Police Department

Attn: Chad Vincent, Major

112 W. Daws Street

Norman, OK 73069

chad.vincent@normanok.gov

405-217-7752

With a copy to:

City of Norman

Fred Duke, Procurement Analyst

225 N. Webster Avenue

Norman, OK 73069

Proposals must be received by 5:00p.m. on May 15, 2026

Introduction and Background

The City of Norman, Oklahoma (the “City”) is soliciting proposals from qualified firms (“Consultants”) to conduct a comprehensive Facility Condition Assessment and Space Needs Analysis for the Norman Police Department (NPD). The purpose of this project is to evaluate the current condition, capacity, and suitability of NPD headquarters and to develop data-driven recommendations that will guide long-term planning, operational efficiency, and future facility investments to support a modern, community-oriented police service over a 20-year planning horizon.

The NPD operates from multiple facilities of varying ages, sizes, and functional layouts. As the City continues to grow and public safety demands evolve, it is essential to assess the adequacy of current facilities and determine future space and operational needs. The City seeks an objective, professional evaluation to inform strategic planning, budgeting, and potential facility improvements or replacements.

1. Project Goals and Objectives

A. Facility Condition Assessment (FCA)

- i. Establish a baseline of building systems’ physical condition, remaining useful life, immediate and deferred maintenance needs, code and ADA compliance and risk factors.
- ii. Develop a Facility Condition Index (FCI) per facility and prioritized Capital Improvement Plan (CIP) with cost estimates over 20 years.

B. Space Needs Analysis

- i. Assess current space utilization, functional adjacencies, security zoning, operational workflows, and public interface.
- ii. Forecast staffing and programmatic needs, develop a functional program and produce a total building area recommendation.
- iii. Prepare options for multiple scenarios – renovate, expand, replace, consolidate, or new facility(ies) on new/alternate sites.

C. Strategic Options and Implementation Roadmap

- i. Compare options using cost, schedule, operational impact, and phasing.
- ii. Provide test fits diagrams, high-level site planning, parking estimates (fleet and staff), and a recommended path forward with phasing and funding recommendations.

2. Scope of Work

A. Facility Condition Assessment (FCA)

The FCA shall follow a recognized industry framework (e.g. ASTM E2018 – Standard Guide for Property Condition Assessments or equivalent), adapted for

public safety facilities. The Consultant shall provide a detailed assessment of NPD Police Headquarters, located at 112 W. Daws Street.

The FCA should include, at a minimum:

- i. Document Review: Existing plans, specifications, past FCA's, maintenance logs, warranty information, capital plans, energy/utility data, prior code/ADA audits, IT/network layouts, and security systems documentation.
- ii. Field Surveys: Visual, non-destructive assessments of building envelope, structure, roofing, MEP (HVAC, electrical, plumbing, fire protection), vertical transportation (where applicable), site/civil, security systems, IT/communications, parking, lighting, circulation, drainage, and specialty public safety systems.
- iii. Compliance Review: Basic building code, ADA accessibility, life-safety, fire code, and security zoning observations
- iv. Deficiency Inventory: Categorize issues by severity/priority (life-safety, critical, short-term, mid-term, long-term) with corrective action and order-of-magnitude costs.
- v. Lifecycle and Capital Planning: Remaining useful life, replacement schedules, energy/sustainability opportunities and 20-year capital plan.
- vi. Facility Condition Index: Calculate per facility; provide summary dashboards and detailed backup.

Deliverables:

- i. FCA Report per facility with narrative, photo log, deficiency tables, cost summaries
- ii. Consolidated Facility Condition Index metrics; prioritized CIP with phasing.
- iii. GIS or tabular friendly datasets (Excel/CSV) of deficiencies and costs
- iv. Meeting presentations and an executive summary suitable for Council briefings.

B. Space Needs Analysis (SNA)

The SNA should include, at a minimum:

- i. Stakeholder Engagement: Structured interviews/workshops with leadership and divisions (patrol, investigations, property/evidence, training, dispatch, IT, community engagement)
- ii. Demand Drivers: Review service levels, call volumes, response metrics, population growth, development trends, specialty units (SWAT, K9, PACE), accreditation requirements, and technology trends

- iii. Operational Analysis: Workflows, circulation, security zones (public/semipublic/secure), chain-of-custody spaces, gender-inclusive provisions, wellness and fitness, locker rooms, report writing, briefing rooms, training, armory, range, interview rooms, etc.
- iv. Space Program: Current vs. future staffing projections (20-year horizon); specialty rooms and storage; parking (fleet, staff, visitors) with counts and assumptions.
- v. Options and Test Fits: Conceptual test fits, site planning considerations, potential multi-phase renovation/expansion strategies, potential consolidation or co-location with other City functions.
- vi. Cost and Schedule Ranges: Planning level order-of-magnitude cost ranges by option and schedules.

Deliverables:

- i. Current space utilization analysis
- ii. Gap analysis between existing and required space
- iii. Conceptual space programming
- iv. Recommendations for renovation, expansion, consolidation, or new construction
- v. High-level conceptual layouts or diagrams
- vi. Presentation materials suitable for public meetings and City Council.

3. Integration and Recommendation

The Consultant shall provide:

- A. A comprehensive written report combining FCA and SNA findings
- B. Digital copies of all assessments, data, and cost models
- C. Prioritized capital improvement plan with recommended funding strategies
- D. Presentation to City leadership and City Council

4. Project Management and Schedule

- A. RFP Issued: March 17, 2026
- B. Deadline for Written Questions: April 24, 2026 by 5:00pm
- C. Proposals Due: May 15, 2026 by 5:00pm
- D. Review of Proposals: May 15, 2026 to June 12, 2026
- E. Notice of Intent to Award: June 15, 2026
- F. Kickoff Meeting: July 1, 2026
- G. Draft FCA and SNA Reports Due: TBD
- H. Final Reports and Presentations: TBD

Proposals should include a detailed project schedule, key milestones, and staffing plan.

5. Proposer Qualifications

- A. Demonstrated experience conducting FCA and SNA for police/public safety facilities of comparable scale and complexity within the last 5 years.
- B. Multidisciplinary team capabilities: architecture, MEP, structural, code/ADA, cost estimating, security technology, operational planning/programming, and public engagement.
- C. Familiarity with public-sector procurement and Oklahoma Open Records Act requirements
- D. Ability to provide order-of-magnitude cost estimating and phasing strategies
- E. References: Please provide at least 3 relevant project references with client contact information, brief scope, dates and outcomes.
- F. Key Personnel: Identify project manager and discipline leads and provide resumes for each.

6. Proposal Requirements

Proposals must include the following:

- A. Cover letter and firm introduction
- B. Project Understanding and Approach
- C. Detailed Scope and Methodology
- D. Project Team with resumes and relevant experience
- E. Examples of Similar Projects (preferably for law enforcement or public safety agencies)
- F. Project Schedule with key milestones
- G. Fee Proposal:
 - i. Lump sum or not-to-exceed with task/title rate breakdown and reimbursables.
 - ii. Fee by major task: FCA, SNA, integration/reporting, meetings, travel, printing
- H. References (minimum of three)

7. Evaluation Criteria

Proposals will be evaluated based on:

- A. Team Qualifications and Experience (30%)
- B. Project Understanding and Technical Approach (25%)
- C. Relevant Public Safety Facility Experience (20%)
- D. Schedule and Staffing Plan (10%)
- E. Cost Proposal and Value (15%)

8. Data, Access and City Resources

The City will provide available documents (as-is):

- A. Floor plans, site plans, CAD/PDF drawings (if available)
- B. Prior assessments, maintenance logs, capital plans
- C. Utility data, work orders, warranty information
- D. Security and IT system overviews (subject to confidentiality)
- E. Staffing levels, operational data, call volumes
- F. 2024 Police Department Resource Allocation Study

Security and Confidentiality: Certain police facility information may be sensitive. Proposals must maintain confidentiality and comply with City security protocols. Public disclosure shall follow the Oklahoma Open Records Act; cost proposals and proprietary information may be subject to disclosure as required by law.

9. Insurance and Legal Requirements

The selected proposer must provide the following prior to the City's consideration of a contract for the services outlined here:

- A. Insurance (minimums subject to contract):
 - i. Commercial General Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate
 - ii. Professional Liability (Errors and Omissions): \$1,000,000 per claim
 - iii. Automobile Liability: \$1,000,000 combined single limit
 - iv. Workers' Compensation: statutory limits
- B. Non-Collusion Affidavit

The selected proposer must ensure the following at all times during its work with the City of Norman:

- A. Comply with all applicable federal, state, and local laws and codes
- B. E-Verify compliance
- C. Compliance with local, state and federal laws related to non-discrimination and equal employment

10. Questions and Addenda

All questions must be submitted in writing to Major Chad Vincent by April 24, 2026. Answers will be issued via Addendum posted on the City's website for RFPs. Proposers must acknowledge all addenda in their submission.

11. Submission Instructions

The entire proposal must be submitted in person or by mail by the deadline set forth herein. Late submissions will not be accepted.

12. Reserved Rights

The City reserves the right to:

- A. Reject any/all proposals
- B. Waive informalities
- C. Request additional information
- D. Negotiate scope and fees
- E. Award without interviews
- F. Cancel or reissue this Request for Proposals