CITY OF NORMAN, OKLAHOMA

RFP-2526-40

ADDENDUM NO. 2

Facility Condition Assessment and Space Needs Analysis

for the City of Norman Police Department

Date Issued: May 11, 2026

1. Purpose of Addendum

This Addendum No. 2 is issued to provide responses to written questions received regarding RFP-2526-40. The following questions and responses are hereby incorporated into the Request for Proposals and shall be considered part of the solicitation documents. Proposers shall acknowledge receipt of this Addendum in their proposal submission.

2. Responses to Written Questions

Question 1:

What is the scope of work and involvement for community engagement in the Space Needs Analysis (SNA)?

Response:

The City intends to allow the selected Consultant discretion in developing an appropriate engagement approach as part of its overall methodology for the Space Needs Analysis.

Question 2:

Please clarify whether the Facility Condition Assessment (FCA) is limited solely to the Norman Police Department Headquarters at 112 W. Daws Street, or if it encompasses all NPD facilities.

Response:

The Facility Condition Assessment (FCA) component of this project is limited solely to the Norman Police Department Headquarters facility located at 112 W. Daws Street, Norman, Oklahoma.

Question 3:

Please confirm the proposal submission deadline.

Response:

The proposal submission deadline has been formally extended through Addendum No. 1. The revised deadline for proposal submissions is Friday, May 29, 2026, at 5:00 p.m.

Question 4:

Does the assessment include the entire building and surrounding site improvements?

Response:

Yes. The Norman Police Department occupies the entire building at 112 W. Daws Street.

Question 5:

Will plans, drawings, and facility documentation be provided?

Response:

Available floor plans, site plans, CAD/PDF drawings, and available facility documentation will be provided to the selected Consultant.

Question 6:

Will the City provide the selected consultant with access to all areas of the facility during field assessment, including restricted and secure zones?

Response:

The selected Consultant will be provided reasonable access to facility areas necessary to complete the scope of work, subject to operational necessity, security considerations, and applicable City security protocols.

Question 7:

Has a previous Facility Condition Assessment ever been performed on the building at 112 W. Daws Street?

Response:

No prior Facility Condition Assessment is available as part of this solicitation.

Question 8:

Are there any active construction projects, recent renovations, or deferred maintenance initiatives currently underway at the facility?

Response:

Minor cosmetic improvements are currently underway and do not materially impact the FCA baseline assessment.

Question 9:

Will the 2024 Police Department Resource Allocation Study be available?

Response:

Yes. The 2024 Police Department Resource Allocation Study, conducted by the Matrix Consulting firm, is publicly available on the City of Norman website.

Question 10:

Please clarify the City's expectations regarding the overall level of facility assessment, including accessibility, code-related observations, and general evaluation of existing building conditions under this RFP.

Response:

A Level One accessibility review consisting of a checklist based visual assessment consistent with ASTM E2018 baseline standards is acceptable for purposes of this project. The City is seeking a high level, professional overview of readily observable accessibility and code-related considerations associated with the existing facility, rather than an exhaustive or highly detailed compliance audit.

The intent of this assessment is to help inform broader facility planning, operational considerations, and long-term capital investment discussions as part of the overall Facility Condition Assessment and Space Needs Analysis process. Detailed forensic investigation, destructive testing, measured ADA surveys, or comprehensive code analysis are not required under this solicitation unless otherwise proposed by the Consultant.

Question 11:

Please confirm whether destructive testing or environmental sampling will be required.

Response:

Non destructive assessment methods are sufficient for purposes of this RFP.

Question 12:

Does the City have a preferred format for Facility Condition Index (FCI) dashboards or reporting?

Response:

The Consultant may propose a reporting format and Facility Condition Index methodology consistent with industry standards and acceptable to the City.

Question 13:

Does the City have a preferred asset integration system, GIS requirement, or cost escalation format?

Response:

The Consultant may utilize industry standard methodologies and reporting assumptions.

Question 14:

Please clarify expectations regarding staffing projections, stakeholder engagement methodology, and test fit development.

Response:

The Consultant should use available City data together with professional analysis, to include the 2024 Police Department Resource Allocation Study, to develop long-term staffing projections.

Question 15:

Does the City have preferred alternate sites or co location requirements?

Response:

Site selection should be considered open and variable, with the current location of 112 W. Daws as a potential location.

Question 16:

Is the firing range included in this study?

Response:

No. The training and firing range facility is excluded from this study.

Question 17:

Are Dispatch, RTCC, specialty units, and evidence functions included?

Response:

The Emergency Communications Operations Center, Dispatch facility, and Real Time Crime Center (RTCC) are excluded from this study as separate facilities, as those operations are currently housed at a different City location.

However, specialty units and operational functions associated with the Police Headquarters facility should be considered as part of the Space Needs Analysis where operationally relevant. This includes consideration of future space needs associated with property storage, evidence collection, evidence processing, and forensic analysis functions anticipated to be performed within a future Police Headquarters facility.

Question 18:

Please clarify the Norman Police Department accreditation status.

Response:

The Norman Police Department is accredited through the Oklahoma Association of Chiefs of Police Accreditation Program.

Question 19:

Please clarify whether the City intends this solicitation to function as a Request for Qualifications (RFQ) or a Request for Proposals (RFP), and how qualifications, technical approach, and proposed fees will be evaluated.

Response:

The City intends for this solicitation to function as a Request for Proposals (RFP), while also placing significant emphasis on the qualifications, experience, and technical capabilities of the Consultant team.

As outlined in the RFP, the City will evaluate qualifications, technical approach, relevant public safety facility experience, project understanding, staffing plan, schedule, overall value, and proposed fees. The City believes these components are all important in selecting the most qualified Consultant and identifying the best overall long-term value for the project.

The City is requesting cost proposals to better understand anticipated project costs, compare proposed approaches and scope assumptions, evaluate overall value, and assist in planning for potential future funding strategies and implementation considerations.

The City intends to utilize the originally established evaluation criteria and scoring matrix outlined within the RFP. Accordingly, Consultants should provide qualifications, technical information, and fee proposals consistent with the Proposal Requirements and Evaluation Criteria sections of the solicitation documents.

Question 20:

Is the primary intent of this project to conduct a Facility Condition Assessment of the existing Police Headquarters, or to evaluate and plan for a future Police Headquarters facility through the Space Needs Analysis process?

Response:

The City intends for this project to include both a comprehensive Facility Condition Assessment (FCA) and a Space Needs Analysis (SNA). These two components are intended to work together as part of the overall evaluation process.

The FCA is intended to establish an understanding of the current condition, functionality, deficiencies, remaining useful life, operational limitations, and long-term investment needs associated with the existing Police Headquarters facility. The SNA is intended to evaluate current and future operational, staffing, security, technology, and community service needs over a long-term planning horizon and determine the most appropriate facility solution to support those needs.

The City anticipates that findings from the FCA will help inform and support recommendations developed through the SNA process. If the Consultant ultimately recommends construction of a new Police Headquarters facility, the City expects that recommendation to be supported by documented findings and lifecycle considerations identified through the FCA.

Given the age of the existing Police Headquarters facility, which is approaching approximately 45 years old, the City recognizes that modernization, operational efficiency, public safety functionality, and long-term investment considerations may support evaluation of a new facility as a potentially more effective long-term solution for the community and the continued safety needs of the City of Norman. However, the City expects all recommendations to be objective, professional, and data driven.

Question 21:

Can Examples of Similar Projects and References be the same?

Response:

Yes. Consultants may use the same projects and client references to satisfy both Proposal Requirement sections.

Question 22:

Please confirm insurance certificates are not required at proposal submission.

Response:

Insurance documentation is not required at the time of proposal submission.

3. No Other Changes

All other terms, conditions, requirements, and provisions of RFP-2526-40, including Addendum No. 1, remain unchanged.

In the event of any conflict between the original RFP and this Addendum No. 2, the provisions of this Addendum shall govern.