



NOTICE OF INFORMATION SESSION

Architecture, Engineering, and Program Management Services for Fire Stations Upgrade Program

PROJECT OVERVIEW

The City of Topeka (hereafter “the City”) is seeking Architecture, Engineering, and Program Management Services related to a multi-year program to upgrade the City’s twelve Fire Stations. The program will include upgrades to:

- Building systems and structure: aging mechanical, electrical, and plumbing (MEP) systems that are aging, Boiler systems that need to be removed and replaced, Roofing systems that are leaking, Building envelopes that are compromised, window replacements, issues related to structural integrity, etc.
- Modernization of functional and living space to best support the Fire Fighters and their equipment, such as kitchen remodels, adding gender neutral facilities, upgrading apparatus bays, etc.
- Other miscellaneous needs.

The overall goal is to make best use of the City’s Capital Improvement Program (CIP) funding over the next five years to rehabilitate the City’s twelve Fire Stations. The City has allocated approximately \$3.8M over the next five years to perform various upgrades to the City’s Fire Stations, which is part of a larger Facilities CIP Request which totals to approximately \$2.3M per year over that time period (including Fire).

The Scope of Work will consist of four main areas:

- Program Management: oversight assistance to manage the program and individual projects therein. Responsibilities to include project controls, invoicing and billing, coordination of design team services across the twelve fire stations, etc.
- Condition Assessment & Planning: confirm the City’s current state documentation to the extent necessary to enable an accurate multi-year plan of upgrade projects that makes best use of the City’s annual CIP Funding.
- Technical Design Services: provide design services as required to support the various renovation projects, ultimately producing construction documents that are fit for bidding.
- Construction Administration & Oversight: provide oversight during construction services.

REQUEST FOR NEEDS (RFN) PROCESS

Before issuing a formal solicitation, the City will be engaging with interested consultants to ensure the City is drafting an accurate, realistic, and comprehensive Scope of Work (SOW). The City will distribute a draft copy of its SOW and request consultant feedback around how the SOW can be improved. The City hopes that consultants view this as a beneficial opportunity to provide feedback, guidance, and best practices related to the SOW at an early stage of the program.

INFORMATION SESSION about the RFN PROCESS

The City will be hosting an in-person Information Session for interested consultants. The Information Session will discuss the SOW, allow for Q&A, and explain the RFN process in further detail. The agenda is:

1. Release a current draft SOW to consultants and solicit Q&A discussion.
2. Provide an overview of the RFN process, in which the City will solicit consultant feedback and recommendations related to how the draft SOW can be improved for accuracy and completeness.
3. Provide a brief look ahead to the eventual solicitation process that will follow the RFN process.

LOCATION

February 28, 2020, 10:00am – 12:00pm, City of Topeka Holliday Building, 1st Floor Conference Room, 620 SE Madison Street, Topeka, KS 66607

RSVP

Please RSVP for the Information Session by emailing the City’s designated point of contact listed below. For each attendee, please provide their name, company, and job title.

Designated Point of Contact

Leigha Boling | Contracts & Procurement Business Services Manager | LTHOMAS@TOPEKA.ORG