



REQUEST FOR QUALIFICATIONS

**ARCHITECTURAL & ENGINEERING SERVICES
FOR CONSTRUCTION OF A NEW POLICE
HEADQUARTERS**

**City of Devils Lake
423 6th St NE
Devils Lake, ND 58301**

**Date Released: April 13, 2026
Submission Deadline: June 05, 2026**

INTRODUCTION

The City of Devils Lake (City) is inviting qualified Architectural and/or Engineering firms (Firm) to respond to a Request for Qualifications for the planning, design, and construction phase administration of a new Police Headquarters in downtown Devils Lake. The Firm will work with a committee of City representatives (Police Headquarters Construction Committee) to identify layout needs and functions of the proposed new building. It is envisioned that the Firm will provide initial planning and programming options to create a cost efficient, modern, safe, and respectable Police Department Headquarters. Construction cost estimates and timelines for completing the proposed improvements will be developed by the selected Firm. The current total project budget is \$4.0 million - 5.0 million.

BACKGROUND

The Devils Lake Police Department (DLPD) has been in their current location, the Lake Region Law Enforcement Center (LRLEC), for 52 years. The DLPD has outgrown the space provided to them at this location. The LRLEC is reaching the end of its useful life, and community efforts to build a new Center are underway. It is the assessment of the City Commission that it is in the best interest of the City and DLPD to relocate its Police Headquarters outside the legal and physical structure of the LRLEC and into the downtown district. The Police Department currently employs 22 full time staff that operate in two – twelve hour shifts.

The City owns a parking lot near the County Courthouse and WWII Memorial Building in the downtown district (Parcel 39-0000-00121-000). This lot is the leading prospect for the location of a new DLPD Headquarters. The selected Firm will need to assist the City in determining space needs that will appropriately accommodate prospective DLPD needs for the next 50 years. Once space needs are determined, the selected Firm will obtain soil suitability information, program and design the facility, develop specifications, assist in bidding the project, and perform necessary construction oversight.

INFORMATION ON FILE

The City worked with Dumont and Associates and EAPC Architects Engineers to develop Order of Magnitude Cost Estimate reports for the relocation of the DLPD. Considerations on purchasing/renovating existing buildings, City/County public safety partnerships, greenfield new construction, and urban new construction were analyzed by the two firms. After the information provided, the City Commission determined that a new construction in the downtown district was in the best interest of the City. These reports are available and will be provided to the selected Firm.

BIDDING METHOD

Depending on the cost of the project, we will either utilize the design, bid, build (DBB) process 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 Firm will need to work closely with the selected CMAR. The City Commission will make the final determination if a DBB process or CMAR will be used and will select either the most qualified responsible bidders or CMAR.

SCOPE OF WORK

The selected Firm will conduct interviews with appropriate staff in individual and group meetings and work with a Design Committee to determine exact needs and requirements for the new Police Headquarters.

Items that shall be studied to make appropriate recommendations include but aren't limited to:

- Conduct a thorough evaluation of the DLPD's operations, and identify areas where the current facility is not meeting DLPD's needs
- Evaluate the routine operations of the DLPD to achieve a thorough understanding of the various operations and/or services
- Identify and determine operational space needs for current and long-term operations
- Provide approximate construction and furnishings costs for a new facility.
- Obtain geotechnical information to determine if the site is suitable for construction of a Police Department Headquarters (portion of site was previously occupied by a building)
- Building security and access
- Employee and public parking, to include garage space for department vehicles
- Office and common workspace needs
- Records and evidence storage for both active work and archiving purposes
- IT and Communications Technology
- Weapons storage
- Compliance with federal ADA requirements
- Mechanical and janitorial space considerations

Final layout options, renderings, exterior designs, and cost estimates shall be presented to the Design Committee for final review and approval prior to being put forth for the City Commission. All work products developed from this planning effort shall be owned by the City and may be used by the City while working with any architect in the future.

SELECTION & CONSTRUCTION TENTATIVE SCHEDULE

The City intends to proceed with the following tentative schedule for the selection of a Firm, awarding of a contract, bidding, and construction:

| | |
|--|----------------------------|
| Request for Qualifications Advertised | April 13, 2026 |
| Statement of Qualifications Due Date | June 05, 2026 (5:00pm CST) |
| Review of Proposals, Interviews, Selection and Negotiation | June 2026 |
| City Commission Awarding of Contract | July 2026 |
| Bid Project | February/March 2027 |
| Begin Construction | Spring/Summer2027 |

STATEMENT OF QUALIFICATIONS

Written proposals shall address the Firm's experience with the construction of other Police Headquarters or facilities of a similar nature, and ability to perform the defined services in the identified timeframe. 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 point fonts. Proposals should contain the following information:

1) Firm's Capabilities

- a. Resume of key personnel proposed to be associated with this project, with particular references to similar project experience.
- b. Architecture and engineering expertise of proposed design team. Provide organizational chart showing team members, with emphasis on those that will interact with the City.
- c. Proven ability to meet project schedule and budget. Provide examples of where Firm adhered to project budget through project completion, with emphasis on bidding method used to achieve budget goal.
- d. Provide exhibits of similar past projects including photos, description and project information (size, budget, cost, etc.).

2) Project Understanding

- a. Submit narrative or other proof that the Firm understands the general nature of proposed project and key points showing Firm has successfully completed programming, design, and construction of a police headquarters or related facility
- b. Provide information that illustrates any unique insight to completing a project of this size and type in this region and offer any potential challenges the Firm envisions.

3) Record and Performance

- a. Submit brochure of Firm if available.
- b. Submit list of similar projects completed by proposed team members.
- c. Submit references of three clients and/or individuals with proposal.

4) General Information

- a. Firm's headquarters and location(s) where work would be performed.
- b. Name and phone number of the Consultant's contact person(s).
- c. Firms current and projected workloads and information showing how this project will be scheduled to meet proposed project milestones.

A selection committee will rank the proposals based on the scoring criteria provided in Appendix A. Interviews will be conducted with the top three firms. City staff will work with the top ranked Firm to develop an acceptable contract that will be presented to the City Commission for approval. Failure to reach an agreement acceptable to the City will result in negotiation with the second most qualified Firm. The scoring rubric that will be used to select the most qualified Firm is attached as Appendix A.

Proposals are due by 5:00 pm on Friday June 05, 2026. The proposal shall be submitted to Devils Lake City Offices at 423 6th St NE, Devils Lake, ND 58301. Six (6) hard copies and one digital copy in pdf format of Statement of Qualifications are requested.

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.

Contact for the Statement of Qualifications is Spencer Halvorson, City Administrator/Auditor.
Email: spencerh@dvlnd.com
Phone: (701) 662-7600 ext: 222

APPENDIX A – SCORING RUBRIC

Selection of Firm will be on the basis of the following weighted criteria. Maximum total weight is 100 points.

| <u>Category</u> | <u>Weight</u> |
|---|---------------|
| Firm qualifications and relevant experience with design and construction of similar Police Headquarters or related law enforcement facilities | 25% |
| Project understanding and willingness to meet time & budget requirements | 25% |
| Project team and key personnel | 15% |
| Reference review of past performance | 15% |
| Recent, current and projected workloads | 10% |
| Firm location where work will be performed | 10% |