



REQUEST FOR INFORMATION (RFI) – SOURCES SOUGHT FOR NOISE REDUCTION AT POLICE TARGET RANGE

PROJECT: NOISE REDUCTION AT CPD TARGET RANGE

ISSUE DATE: January 27, 2020

DUE DATE: Thursday, February 13, 2020 at 3:00 p.m. ET

RFI NUMBER: RFI764CPDTRGT

SUBMITTAL: <https://cincinnati-oh.bonfirehub.com/>

All proposals must be submitted electronically via the City's Bonfire portal at the above link. Responses submitted by hard copy, mail, or e-mail will not be accepted. See "SUBMISSION OF RESPONSES TO THE RFI" for more details.

QUESTIONS: Questions related to this RFI should be directed to:

Brooke Cashion

Buyer

Email: brooke.cashion@cincinnati-oh.gov

PRE-SUBMITTAL MEETING: A Non-Mandatory informational pre-submittal meeting will be held at the Target Range (10139 Spartan Drive, Cincinnati OH 45215) on Thursday, January 30, 2020 at 10:00 AM ET.

NOTE: The City publishes information on the City of Cincinnati Internet web site at www.cincinnati-oh.gov, which includes the Cincinnati Municipal Code (CMC) and the information concerning the rules and regulations governing the City's Small Business Enterprise (SBE) Program and Minority/Women Business Enterprise (M/WBE) Program. Offerors may register as a City vendor online at <http://vss.cincinnati-oh.gov>.

I. REQUEST

PURPOSE OF THE RFI

The City of Cincinnati, hereinafter referred to as "City," cordially requests responses from parties, hereinafter referred to as "Responder," to this Request for Information (RFI). The City is seeking to identify if any additional potential sources are capable of providing the subsequent Scope of Services.

This is not a procurement solicitation. The City will not reimburse any costs associated with the development and submission of materials in response to this request. There is no solicitation available at this time. However, should a procurement solicitation materialize, no basis for claims against the City shall arise as a result of a response to this RFI or the City's use of such information as either part of our evaluation process or in developing specifications for any subsequent procurement solicitation.

GENERAL BACKGROUND INFORMATION, TERMS, AND INTENT

On January 8, 2020 the Cincinnati City Council passed a Motion requesting that the Administration assess the feasibility of reducing the noise at the City of Cincinnati Police Department's shooting range located in Evendale, Ohio. In light of this request, the City of Cincinnati seeks information on potential methods of lessening the associated sounds emitted by the target range, including but not limited to the feasibility and cost of enclosing the target range.

The Cincinnati Police target range, located in Evendale, was originally built as a private gun club before being purchased by the City in the 1940s. Under CPD ownership, the facility has undergone several small-scale remodels to meet the evolving needs of the CPD. The range currently sits on approximately 30 acres and encompasses a target range, a dog training course, and multipurpose facilities that house an armory, ammunition storeroom, staff offices, classrooms and restrooms.

Operational hours limit CPD firearm practice to between the hours of 9 a.m. to 3 p.m., Monday through Friday. Exceptions include 2 evening dates per year (whereby SWAT completes their training by 7:30 p.m) and 4 Saturday dates per year (whereby Federal Agencies and the Evendale Police Department conduct annual qualification exams).

SCOPE OF SERVICES

The primary objective of this Request for Information (RFI) is to obtain market information, feasibility, costs to the City, models and proposed options for reducing the noise at the City of Cincinnati Police Department's target range located in Evendale, Ohio.

Respondents to this RFI are encouraged to provide or reference similar work or services which may have been performed for other municipalities, agencies, or entities, including recommendations on factors that the City should consider. (i.e. geographic information, legal considerations, model considerations etc.)

The determination not to compete this proposed contract action is solely within the discretion of the City. Information received will normally be considered for the purposes of determining whether to conduct a competitive procurement. The City will not be responsible for any costs incurred by responding to this notice.

TIMETABLE

Milestones for the Process are:	Date
1. Release of RFI	01/27/20
2. Non-Mandatory Pre-Submittal Meeting	01/30/20, 10:00 a.m. ET
3. Deadlines for Questions	02/05/20, 3:00 p.m. ET
4. Responders Submit Information	02/13/20, 3:00 p.m. ET

A non-mandatory pre-submittal meeting shall be held at the CPD Target Range (10139 Spartan Drive, Cincinnati OH 45215) on January 30, 2020 at 10:00 a.m. ET. Those anticipating attending are asked to R.S.V.P. to Brooke Cashion at brooke.cashion@cincinnati-oh.gov by 10:00 a.m. ET on January 29, 2020.

SUBMISSION OF RESPONSES TO THE RFI

Include information as requested or required. Be sure information submitted is complete and properly identified. The cover page of the document shall indicate the RFI Reference Number, Time, Date Due, and the title of the RFI. Information must be received by the Division of Purchasing by the date and time specified as the due date on the cover page.

An electronic response **must** be submitted through the City's Bonfire portal at <https://cincinnati-oh.bonfirehub.com/>. **Responses submitted by hard copy, mail, or e-mail will not accepted.**

Important notes:

- Logging in and/or uploading your file(s) does not mean your response is submitted. Offerors must successfully upload all file(s) and must click the submit button before closing time.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. This will confirm that you have successfully submitted your Statement of Qualifications.
- If a requested file is mandatory, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take time, depending on the size of the file(s) and your internet connection speed.
- Please note the type (.doc, .pdf, etc.) and number of files (one only or multiple) allowed. The maximum file size for upload is 1,000 MB. Please do not embed any documents within your uploaded files as they will not be accessible or evaluated.

For technical questions or issues related to your submission, please contact Bonfire directly at support@gobonfire.com or 1 (800) 354-8010, ext. 2. The support team is available Monday-Friday, 8:00 a.m. – 8:00 p.m. ET. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>.

All responses to this RFI should contain, at a minimum, the following:

- a. Company Contact Info (i.e., name of company and point of contact (POC); telephone number, address, and email address of POC);
- b. Description of the Responder's experience providing similar services, include location, city

- size, scope, timeframe, and revenue share model of services;
- c. A list of current references for which comparable services have been provided with brief project description. This list shall include company/municipality name, POC, email address and telephone number;
- d. A detailed summary of proposed solution(s) that address the Scope of Services and Intent of this RFI;
- e. Estimated cost information; and
- f. An estimated timeline needed to fully execute services.

In the event a procurement solicitation or contract materializes for this service, all Responders shall be subject to the provisions of the economic inclusion programs found in Chapter 323 and 324 of the Cincinnati Municipal Code and the Equal Employment Opportunity Program found in Chapter 325 of the Cincinnati Municipal Code, if applicable. Information about these programs can be obtained by visiting the following website: <http://www.cincinnati-oh.gov/inclusion/>.

QUESTIONS AND INQUIRIES

Questions and Inquiries, written only, will be accepted from any and all firms. Inquiries pertaining to this Request for Information must include the following in the subject line: RFI number and Project Name. All written questions should be directed to:

Brooke Cashion
Buyer
Email: brooke.cashion@cincinnati-oh.gov

CORRECTIONS AND ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable an exact interpretation of provisions in this request, an addendum will be issued. It is the responsibility of the Offeror to ensure that all addendums are received prior to submitting information.

MISCELLANEOUS REQUIREMENTS

The City of Cincinnati will not be responsible for any expenses incurred by a firm in preparing and submitting information. All information shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

The City reserves the right to request follow-up information from any respondent.