

# **ALBERTA POLICE AND PEACE OFFICER TRAINING CENTRE**

## **Request for Expression of Interest to Establish a Long Term Service Agreement**



Solicitor General  
& Public Security



Alberta Infrastructure  
& Transportation

**January 14<sup>th</sup>, 2008**

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## Introduction

### 1.1 Purpose

The purpose of this Request for Expression of Interest (EOI) is to determine the level of interest in providing financial and economic options for the development of a Police and Peace Officer Training Centre in Fort Macleod, Alberta. This request for EOI will also be used to collect information on how the private sector could be utilized to proceed with this initiative. This will also determine what information the Request for Qualifications (RFQ) and Request for Proposal (RFP) will have to contain for prospective developers to make a complete submission.

This process will neither exclude nor shortlist Respondents. However, those who do respond have the opportunity to gain a better understanding of the initiative and help shape the approach and content of the RFQ and RFP stages of this initiative.

### 1.2 Alberta Solicitor General and Public Security

Alberta Solicitor General and Public Security delivers integrated services to achieve safe secure communities. The goals of the department include:

- Providing leadership in law enforcement to promote safe communities
- Ensuring the safety of Albertans by providing Government security services
- Providing secure and efficient custody and community supervision

Alberta Solicitor General and Public Security is working with other policing agencies to establish a Training Centre user group that will set the curriculum, recruit and administer instructors and contract for the use of space and provision of services from the successful private sector provider through a long term service agreement.

### 1.3 Alberta Infrastructure and Transportation

Alberta Infrastructure and Transportation (AIT) is the department responsible for providing public works on behalf of the province of Alberta, Canada. It provides necessary, effective and safe infrastructure for Albertans. In doing so, Alberta Infrastructure and Transportation:

- Ensures efficient planning, design, construction, rehabilitation, operation, maintenance and land management of government-owned, leased and supported infrastructure;
- Supports the provision of infrastructure through innovative partnerships.

AIT will assist in the definition of facility requirements and advise on any contracts, relationships and partnerships that may be awarded for the development of the new facilities.

### 1.4 Background and Benefits

#### 1.4.1 Background

In July 2002, a MLA committee report was released that reviewed policing in Alberta and examined strategic issues. It determined that equitable policing, among other concerns, is a key issue for Albertans. The report also identified challenges facing law enforcement in Alberta, including changing demographics in urban, suburban, and rural Alberta, the complexity of crime itself, and the impact of technology in relation to crime and policing.

Two recommendations were made in the report. The first was to create a common police recruiting and training program to provide a single entry point for police and peace officer recruits, and second to create a single-site facility for police and peace officer recruit training and ongoing professional development.

#### **1.4.2 Benefits**

The development of the Alberta Police and Peace Officer Training Centre is intended to achieve significant benefits, such as:

- Ensure that all Albertans receive the same standard and quality of service from police and peace officers by adopting provincial training standards and providing equal opportunity for training to occur with leading edge infrastructure and facilities.
- Provide timely, relevant, accessible, and effective training that is crucial in preparing police and peace officers for their work.
- Enhance access to policing and security related training opportunities.
- Provide a single-site facility to consolidate police and peace officer training in Alberta.

Currently, recruit training and professional development occurs in a variety of locations in Alberta. A consolidated approach to police training would provide opportunities for a more consistent program delivery for police forces across the Province and potential cost savings. The training market for law enforcement in Alberta is broad and has considerable size, including about 5600 police and peace officers. The Training Centre is expected to accommodate upwards of 400 new police officer recruits from Alberta each year with an average training period of three months. It is also expected to accommodate 1000 peace officer recruits annually, as well as professional development and skills re-certification for over 2800 existing police/peace officers from Alberta.

The intent is to develop “state of the art” training facilities for the continuum of law enforcement agencies in Alberta. There is also the opportunity for future expansion to include shared training facilities for other “first responders”.

The Government of Alberta will not own, lease or operate the new facilities. Respondents are asked to provide ideas and approaches aimed at establishing self-sustaining, commercially viable facilities where the departments of the Government of Alberta (such as Solicitor General and Public Security) are users of the facilities and purchasers of services along with city police services and other law enforcement agencies.

### **1.5 Overview of Process**

This request for EOI is the first step that is being taken in the development of the Alberta Police and Peace Officer Training Centre. The intent is to solicit ideas from the private sector and review as many possibilities in how to best approach the potential development and operation of the facility. The submissions will be reviewed by an evaluation committee to determine which ideas and approaches should be applied to the RFQ and the RFP.

Respondents will have the opportunity, through their submissions, to shape the development of the RFQ and RFP.

The current plan is to issue an RFQ in the summer of 2008, which if issued, will include a more detailed schedule for the issuance of an RFP and construction deadlines.

The request for EOI is the first phase of this project. Submissions may determine whether the Government of Alberta moves forward to the next phases.

As indicated in Section 2.7, there is no obligation or commitment made that AIT will proceed with the next stages of the project.

**2 Request for EOI Submissions, Requirements and Schedule****2.1 Receipt of Submissions**

Responses will be received until 4:01 pm local time on April 3<sup>rd</sup>, 2008, by:

Office of the Tender Administrator,  
Alberta Infrastructure and Transportation,  
Main Floor, Infrastructure Building  
6950 – 113 Street,  
Neil Crawford Provincial Centre,  
Edmonton, Alberta, Canada T6H 5V7

Telephone: (780) 422-7412

Fax: (780) 422-9686

Submit responses by hand, by mail, or by courier, in the form of five hard copies and one electronic copy on CD ROM. Submit in a package labelled Alberta Police and Peace Officer Training Centre Expression of Interest.

**2.2 Submissions**

The form and content of the responses shall be at the discretion of the Respondents. However, a cover letter shall accompany each Response and include a single contact for future correspondence.

**2.3 Inquiries**

More information on AIT can be obtained via the Internet at: <http://www.infras.gov.ab.ca/index.asp>.

More information on this request for EOI can be obtained by contacting Kent Phillips, Project Director at [kent.phillips@gov.ab.ca](mailto:kent.phillips@gov.ab.ca).

For consistency in the information provided, Respondents are requested not to direct inquiries to individual police agencies or the Town of Fort Macleod.

**2.4 Eligibility**

AIT encourages all potential private and public sector organizations and partners to become involved with this process by responding to this request for EOI.

Respondents are advised that the Conflicts of Interest Act (Alberta), amongst other things, precludes any Member of the Legislative Assembly or person directly associated with a Member, as defined in the Act, from entering into a contract with the Crown for the construction of a public work.

**2.5 Information Disclosure**

AIT is a public body and thus is subject to the privacy and disclosure provisions of the Freedom of Information and Protection of Privacy Act (Alberta). This Act allows any person access to records in Alberta Infrastructure and Transportation's custody or control, subject to limited and specific exceptions as set out in the Act. As such, all information provided by AIT to Respondents and all information provided by Respondents to AIT in relation to their Request for EOI submission, for the short time this information is in AIT's custody, will be subject to the Act's privacy and disclosure provisions.

Respondents may choose to identify those portions of any submission considered confidential and indicate what harm could reasonably be expected from disclosure to a third party. AIT does not warrant that such identification will preclude disclosure if the Act requires such disclosure.

## **2.6 Use and Return of Information**

AIT reserves the right to use or not use all or part of any Response including ideas, concepts, suggestions and directions for any purpose whatsoever and will modify information to best suit the needs of the Alberta Police and Peace Officer Training Centre project. After review by Alberta Infrastructure and Transportation, all response documents will be returned to their original owners.

## **2.7 No Liability**

AIT does not by issuing this EOI or by any communication or documentation made or provided in connection with this EOI, incur any duty of care or contractual obligation to any interested party, respondent or other person, and expressly disclaims any liability or obligation to any interested party, respondent, or other person in connection with this EOI. Statements in this EOI of AIT's expectation in relation to the project and the project schedule and the EOI process are relied upon or acted upon by interested parties, respondents and other persons solely at their own risk. AIT may amend, suspend, postpone, cancel, or extend the closing of this EOI or any future stage of the procurement of the project without incurring liability to any interested party, respondent or other person.

## **2.8 Request for EOI Schedule**

The schedule for responding to this request for EOI is the following:

- January 14, 2008 - Request for EOI released
- February 5<sup>th</sup>, 2008 - Respondent information session – Calgary
- February 6<sup>th</sup>, 2008 - Respondent information session – Fort Macleod
- April 3<sup>rd</sup>, 2008 - Response Deadline 4:01 pm
- April - May, 2008 - EOI Review

## **2.9 Respondent Information Session**

Two information sessions for Respondents are scheduled above. Respondents interested in attending this session are asked to e-mail Judy Smith at [judy.smith@gov.ab.ca](mailto:judy.smith@gov.ab.ca) for further instructions.

### 3 Information Being Requested

AIT has requested a response that falls into three categories:

1. Proposed shared use alternatives,
2. Financial and economic models, and
3. Operation of facility.

Appendix One: Expression of Interest Summary Table Appendix One: Expression of Interest Summary Table Appendix One: Expression of Interest Summary Table provides a guideline for the type of information being requested and can be used as a checklist. Respondents are encouraged to use creativity in responding both in the type of information and potential ideas they have. Respondents can respond to one or all of the categories.

#### 3.1 Current Requirements

##### 3.1.1 Proposed Shared Use Alternatives:

Using Appendix One, indicate what aspects of the project could be provided as shared facilities or services provided.

- Space Requirements: approximately 45,000m<sup>2</sup> of facility and accommodation related space is required, with 2.6 hectares of outdoor training facilities. The actual space provided may vary depending on the service delivery methods proposed. (See Appendix Three for detailed breakdown).
- Location: A 130 hectare site in Fort Macleod, Alberta with municipal services to the property line will be provided at a nominal cost to the successful proponent. An option on an additional 130 hectare site adjacent to the site has been secured for potential alternative or future development. (See Appendix Two for site location map).
- Some optional site considerations:
  - Shared use of selected buildings and site development. (e.g. use overflow parking as parade ground or outdoor sports area)

**NOTE:** Respondents are not being asked to provide preliminary design proposals.

##### 3.1.2 Information being Requested

Respondents are encouraged to indicate their level of interest in providing the support facilities or services on a shared use basis. Respondents are also encouraged to indicate their proposed delivery mechanism for each of the requirements. Please include a reply statement for each requirement and option with ideas and approaches on how they can be addressed. Please also include any potential opportunities, constraints, issues and risks associated with each statement.

#### 3.2 Financial and Economic Information

AIT is soliciting high-level financial and economic models and concepts from private companies regarding how they can partner with the potential users of the facilities to provide the required services. AIT is looking for the most creative and beneficial models to meet the business needs. Submission of multiple financial models for consideration is encouraged.

Respondents are requested to provide order of magnitude costs for the provision of services.

### 3.2.1 General:

Indicate the nature of your high-level financial and economic option(s). Options can be based on any number of approaches including but not restricted to:

- Privately owned facility
- Shared ownership (other than shared with the Government of Alberta)
- Provision of support services

The intent would be for the specific training facilities (classrooms, firing ranges, scenario buildings etc.) to be provided for exclusive use of the Training Centre user groups to meet their program requirements. The Training Centre user groups would contract for the use of the specific training facilities and purchase the required amount of support services from the facility operator.

The support facilities could be used privately for profit. For example, for the hotel/residence, the Training Centre would require a certain amount of room nights per year, while the rest could be rented out to accommodate visitors or conferences. There is also an opportunity to promote the Training Centre and its accommodations as a tourist destination and provide tours of the facilities (with the exception of secure areas) when not in use by the Training Centre, especially for individuals interested in a career in policing. There is an opportunity for shared use and sponsorship (corporate naming) of certain facilities such as the drive track. The components considered suitable for this arrangement are shown in Appendix Three.

### 3.2.2 Specific:

Indicate specific financial and economic option(s) for the following:

- Capital items
  - Building
  - Tenant Improvements
  - Furniture
  - Other
- Annual items
  - Facility Operation & Maintenance
  - Finance
  - Utilities
  - Caretaking
  - Security
  - Other
- Cyclical Items
  - Expansion
  - Fit-ups – refurbishments
  - Other
- Revenue Options
  - Intrinsic value and residuals relating to options provided
  - Risks mitigated by the options provided.

Respondents are encouraged to indicate their level of interest and proposed models in the response template. Please include the opportunities, constraints, issues and risks with each statement.

### 3.3 Timing and Honorarium Information

Through this request for EOI process, AIT is also seeking an understanding on the length of time required to respond to an RFP and the length of time required to build the project. AIT recognizes the effort that the short listed private sector teams will need to expend on preparing a comprehensive

submission to the RFP. AIT requests an indication of what level of remuneration (or honorarium) would be appropriate for unsuccessful Respondents to the RFP.

**Appendix One: Expression of  
Interest Summary Table**

**Request for EOI Summary Table**

The following tables provide a list of items which the Respondents may wish to address. It is not necessary to include this table in the Response.

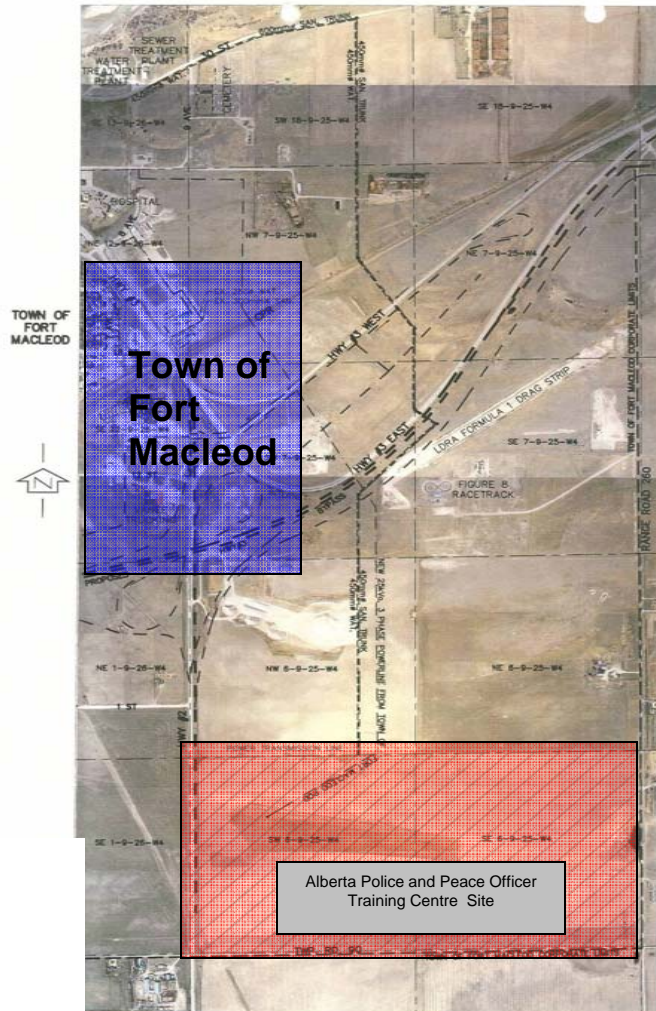
Shared Use Facilities	Level of Interest & Solution	Opportunities	Constraints	Issues	Risks
Accommodations					
Food Services					
Laundry Services					
Indoor Recreation Centre					
Classrooms					
Outdoor Recreation Facilities					
Outdoor Firing Ranges					
Indoor Firing Ranges					
Drive Track					
Vehicle Maintenance					
Other					

Financial / Economic	Level of Interest & Solution	Opportunities	Constraints	Issues	Risks
<b>General</b>					
<ul style="list-style-type: none"> <li>High-level financial and economic option(s).</li> </ul>					
<b>Specific</b>					
<ul style="list-style-type: none"> <li>Capital items</li> </ul>					
<ul style="list-style-type: none"> <li>Building</li> </ul>					
<ul style="list-style-type: none"> <li>Tenant improvements</li> </ul>					
<ul style="list-style-type: none"> <li>Furniture</li> </ul>					
<ul style="list-style-type: none"> <li>Other</li> </ul>					
<ul style="list-style-type: none"> <li>Annual items</li> </ul>					
<ul style="list-style-type: none"> <li>Facility Operation and Maintenance</li> </ul>					
<ul style="list-style-type: none"> <li>Finance</li> </ul>					
<ul style="list-style-type: none"> <li>Utilities</li> </ul>					
<ul style="list-style-type: none"> <li>Caretaking</li> </ul>					
<ul style="list-style-type: none"> <li>Security</li> </ul>					
<ul style="list-style-type: none"> <li>Other</li> </ul>					
<ul style="list-style-type: none"> <li>Cyclical</li> </ul>					
<ul style="list-style-type: none"> <li>Expansion</li> </ul>					
<ul style="list-style-type: none"> <li>Fit-ups/ refurbishment</li> </ul>					
<ul style="list-style-type: none"> <li>Revenue Options</li> </ul>					

**Appendix Two: Site Information**

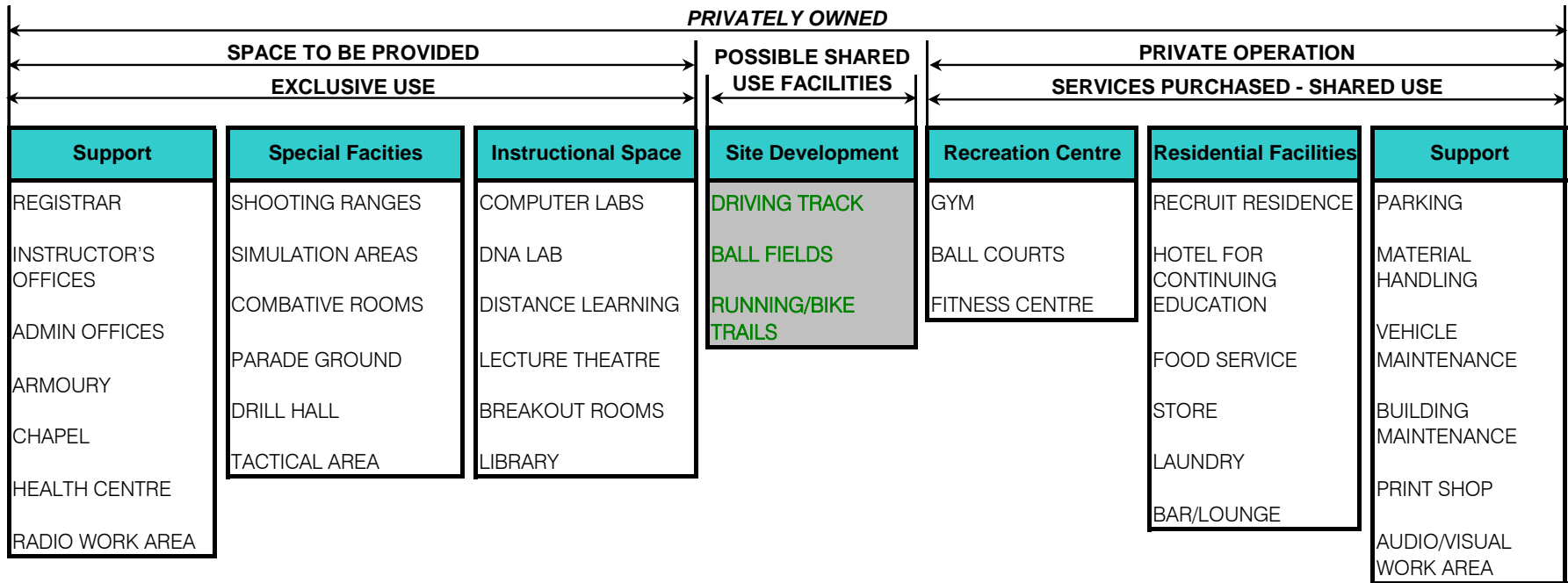
Land Description as provided by Fort Macleod.

<b>Legal Description</b>	South ½ 6 – 9 – 25 – W4M
<b>Area</b>	130 Hectares – 800m x 1600m.
<b>Municipal Development Plan</b>	Land re-zoned to “Police Centre Direct Control – PCDC”.
<b>Area Structure Plan</b>	APPOTC be zoned to Public Service, with Police Centre as permitted use.
<b>Topography</b>	Flat with elevations ranging from 943 m to 945 m. The subsurface is gravel, there is excellent drainage. No slope over 4%.
<b>Utility Rights of Way</b>	There are no utility rights of way through the property. There is a transmission ROW on the north boundary.
<b>Ground Water</b>	Ground water is approximately four meters below the surface.
<b>Geotechnical Characteristics</b>	There is approximately 150 mm of topsoil and then four meters of gravel to a clay/shale base.
<b>Accessibility</b>	Site is within the town limits, in the south eastern quadrant.
<b>Town</b>	Fort Macleod has a population of 3,000 and a regional population of 29,000. Lethbridge is 50 km’s away with a population of 73,000. The City of Calgary is 170 km’s away.



**Appendix Three: Preliminary  
Program Requirements**

### Preliminary Program Areas



Green = Sponsorship Opportunity

## Preliminary Program Requirements

1. ADMINISTRATION / RECEPTION					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
RECEPTION / EXHIBIT			350		1
OPEN OFFICE	10		80	8 m2	1
OFFICES	1		350	10 m2	35
REGISTRAR	3		26	10 m2 + 18 m2	1
BOARD ROOM/MEETING ROOM			60	40 m2 + 20m2	2
STORAGE / COPIER			20		1
WC			30	15	2

Total Dept. Net Area      916  
 Dept. Grossing Factor      1.3  
 Department Gross Area    1190.8  
 Bldg. Gross Factor        1.3  
 Building Gross Area       1548.04

2. ASSEMBLY / RECREATION					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
MULTI-PURPOSE SPACE			700		1
STORAGE			200		1
GYMNASIUM	120		625		1
WC / CHANGE			60	30	2

Total Dept. Net Area      1,585  
 Dept. Grossing Factor      1.1  
 Department Gross Area    1,744  
 Bldg. Gross Factor        1.3  
 Building Gross Area       2,267

3. LEARNING / CLASSROOM					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
LARGE CLASSROOM	40	3.2 m2	1792	128 m2	14
BREAKOUT ROOM	20	2.4m2	336	48 m2	7
STORAGE			100	10 m2	10
WC			90	45 m2	2
COMPUTER LABS	20/40	5.2 m2	300	100 m2/200m2	2
LABS	10		120		2
WC			30	15	2
COURT SIMULATION			105		1
DISTANCE LEARNING (office)			12		1
WC			10	5	2
LEARNING COMMONS / REFERENCE CENTRE			713		1
OFFICE	1		10	10 m2	1
WC			30	15	2
AUDIO/VISUAL			105		1
IT ROOM	2		20		1
PRINT SHOP			147		1

Total Dept. Net Area      3,920  
 Dept. Grossing Factor      1.3  
 Department Gross Area    5,096  
 Bldg. Gross Factor        1.3  
 Building Gross Area       6,625

4. COMBATIVE BUILDING					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
COMBATIVE ROOMS	20		2,160	180 m2	12
STORAGE			180	15 m2	12
DIRTY ROOM			120		1
AIR MUNITION (FATS)			250	83 m2	3
WC			15		2

Total Dept. Net Area      2,725  
 Dept. Grossing Factor      1.2  
 Department Gross Area    3,270  
 Bldg. Gross Factor        1.3  
 Building Gross Area       4,251

5. STUDENT SERVICES / BUILDING OPERATIONS					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
CAFETERIA - DINING ROOM	350	1.2 m2	420		1
KITCHEN			120		1
STORAGE			30		1
WC			50	25	2
TUCK SHOP			30		1
LOUNGE			200	100 m2	2
BAR			80	40 m2	2
INFIRMARY			15		1
WC			30	15	2
FITNESS CENTRE			600		1
WC/CHANGE ROOMS			100	50	2
MAINTENANCE SHOP			100		
WAREHOUSE			100		
ASSET STORAGE			250		
LOADING / RECEIVING			250		
			Total Dept. Net Area		2,275
			Dept. Grossing Factor		1.3
			Department Gross Area		2,958
			Bldg. Gross Factor		1.3
			Building Gross Area		3,845

6. RESIDENCES					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
RECRUITS	380		4,750	25 m2 (2 pers per)	190
GENERAL AREA	380	1.2 m2	432		1
CONT ED, PROF DEV & FACULTY	160		4,000	25 m2	160
GENERAL AREA	1,690	1.2 m2	120		1
			Total Dept. Net Area		9,302
			Dept. Grossing Factor		1.3
			Department Gross Area		12,093
			Bldg. Gross Factor		1.3
			Building Gross Area		15,720

7. SCENARIO TRAINING BUILDING					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
CRIME SCENE SIMULATION			30		1
CORRECTIONS / POLICE STATION SIMULATION			180		1
ALLEY SIMULATION			545	35 m2 & 510 m2	2
BAR			90		1
BANK			65		1
CONVENIENCE STORE			45		1
RESIDENCE SIMULATION			105		1
VIEWING AREA			0		1
STORAGE			42	21 m2	2
WC			30	15 m2	2
CHANGE ROOMS			12	6 m2	2
			Total Dept. Net Area		1,124
			Dept. Grossing Factor		1.2
			Department Gross Area		1,349
			Bldg. Gross Factor		1.3
			Building Gross Area		1,753

8. SCENARIO TRAINING AREA					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
HOUSES			400	100	4
SMALL SCHOOL			800	800	1
			Total Dept. Net Area		1,200
			Dept. Grossing Factor		1
			Department Gross Area		1200
			Bldg. Gross Factor		1
			Building Gross Area		1,200

9. INDOOR FIRING RANGE					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
LOBBY - DISPLAY AREA			50		
FIRING RANGE - 25m	24	55	1,320		24 lanes
FIRING RANGE - 50m	24	90	2,160		24 lanes
LIVE FIRE SCENARIO TRAINING			100		
SECURE STORAGE			70	50 m2 & 20 m2	2
SHOP			30		1
CLEANING AREA			30		1
OFFICE SPACE			24		1
CLASSROOMS	20		64		2
WC			15		2

Total Dept. Net Area 3,863  
 Dept. Grossing Factor 1.2  
 Department Gross Area 5,022  
 Bldg. Gross Factor 1.3  
 Building Gross Area 6,528

10. VEHICLE SERVICES					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
VEHICLE MAINTENANCE (2 Bays)			200		1
PARTS STORAGE			40		
SMALL CLASSROOM	20	2	48		
WC/CHANGE			30	15	2

Total Dept. Net Area 318  
 Dept. Grossing Factor 1.1  
 Department Gross Area 413  
 Bldg. Gross Factor 1.3  
 Building Gross Area 537

11. OUTDOOR FIRING RANGES					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
FIRING RANGE - 50m	32	90	2,880		32 lanes
FIRING RANGE - 100m	32	165	5,280		32 lanes
FIRING RANGE - 200 m	8	315	2,520		8 lanes
NET			10,680		

12. DRIVING TRACK / OTHERS					
SPACE	CAPACITY	AREA/PERSON	AREA	SIZE PER	QUANTITY
RUNNING TRAILS			4,000		
PARADE GROUND			850		
COURTYARDS			3,150		
DRIVING TRACK			50,000		2 lanes
NET			58,000		

