

County of Calaveras

State of California

**REQUEST FOR
QUALIFICATIONS to
provide Architectural/
Engineering Professional
Design Services for Design
and Construction of a New
Adult Detention Facility and
Sheriff's Administration
Building, 911 Dispatch Center
and Emergency Operations
Center in Calaveras County,
CA**

RFQ-ADF-2



EBALLARD@CO.CALAVERAS.CA.US

[HTTP://CCWSTOR.CO.CALAVERAS.CA.US/CAO](http://ccwstor.co.calaveras.ca.us/cao)

Due Date: January 27, 2009

Calaveras County requests Statements of Qualifications from firms with experience, capability, and qualified available staff to provide Architectural/Engineering Professional Services for Design and Construction of a New Adult Detention Facility that will contain 160 inmates in double bunked cells and 80 inmates in dormitory style housing totaling a 240 bed Adult Detention Facility including support and programming spaces, a Sheriff's Administration Building, 911 Dispatch Center and Emergency Operations Center of approximately 48,000 square feet.

Initial services will center on architectural program validation, schedule and budget validation, pre-design engineering services, schematic design, design development, construction documents, bidding assistance and construction administration.

If your company intends on responding to this Request for Qualifications (RFQ), please complete and fax this form to: Captain Eddie Ballard and Undersheriff Michael Walker at 209-754-6581 by no later than 5:00 pm on January 14, 2009. This form must be completed and returned promptly to ensure that you are included on the distribution list to receive all addenda and other miscellaneous information regarding this project.

_____ Our firm intends to respond to this RFQ.

_____ Our firm does not intend to respond to this RFP.

Company Name:

Address:

Phone ()

Fax ()

Contact Person:

Contact email:

Please fax this completed form by no later than 5:00 pm on January 14, 2009, to ensure that you are included on the information distribution list

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I. Introduction

A. Purpose

1. Background

The Calaveras County Board of Supervisors invites Statements of Qualifications, and a subsequent Proposal, from firms with the experience, capability, and qualified available staff to provide Architectural/Engineering Professional Design Consulting Services for Design and Construction of a New Adult Detention Center, Sheriffs Administration Building, 911 Dispatch Center and Emergency Operations Center. The project includes a new fully operational detention facility to house 240 inmates and support services for administration, intake/booking, medical, food service, laundry and staff areas.

- The 80 cells (housing 160 beds) and support and program facilities for 160 inmates shall be paid for using AB 900 Jail Funds
- The 80 bed dormitory housing and support and program facilities shall be paid for from county bond funds.

In addition to the New Detention Facility the consultant shall be responsible for the Design and Construction of a Sheriffs Administration Building, 911 Dispatch Center and Emergency Operations Center consisting of approximately 48,000 Sq ft.

The site is directly North of the Animal Services Buildings and adds 57 acres to the existing Government Center. The Consultant shall master plan the site so that other government facilities can be accommodated at a future time on the new site. One such future facility is a new Superior Court Building to be funded and built by the State of California. It is anticipated that construction of the court facility will be concurrent with that of the Detention Center, Sheriffs Administration Building, 911 Dispatch Center and Emergency Operation Center.

Environmental documentation has been completed by EDAW. However, additional investigations will be necessary to further define the mitigation issues listed in the Mitigated Negative Declaration.

Architecture and engineering firms responding to this RFQ are expected to be thoroughly familiar with this document

Full funding has not been secured for the implementation of the project at this time, and authorization to proceed may be provided in phases as determined by the County of Calaveras.

2. Needs Assessment and Architectural Program

The County has received a needs assessment study, prepared by TRG Consulting. The initial phase of services of the A/E Consultant will be to assist the County with review and validation of the needs assessment. A copy of the Needs Assessment is available on the Calaveras County, County Administrative Officer web site.

The County has an Architectural Program for both the Jail, Sheriffs Administration Building, 911 Dispatch Center and Emergency Operation Center prepared by TRG Consulting. The initial phase of services of the A/E Consultant will be to review and

comment on the Architectural Programs and provide a final revised Architectural Program. A copy of the Architectural Programs is available on the Calaveras County, County Administrative Officer web site.

3. Project Objectives

The Adult Detention Facility will be a portion of a prominent governmental complex in the County and will be under intense scrutiny by public officials, the media and the citizens. It is imperative that detention facility be programmed, designed, managed and constructed with the utmost regard to cost, schedule and quality control by all participants.

Additionally, it is imperative that the court facility blend and function within the complex's overall layout and architectural design.

There is a clear expectation by the County Board of Supervisors, the Sheriff, and citizens that the project be designed and constructed in an efficient and effective manner. The integrity, reputation, skills and performance of the Architectural/Engineering Design Firm must be of the highest caliber to maintain confidence in the Project Team.

The County will be the Owner, and the Sheriff's Department the primary occupant, of the Adult Detention Facility, Sheriffs Administration Building, 911 Dispatch Center and Emergency Operation Center. Staff and operational efficiency for the facilities are of the utmost importance.

The objectives of this process are to identify a Architectural/Engineering Professional Design Services Firm that can:

- a) Provide the County with substantiated Architectural Programming Services;
- b) Provide detailed high quality documents that will in turn result in a facility that represents a high value for the investment by the County, and;
- c) Serve as the County's Architectural/Engineering Design Firm to develop a project that is well designed and constructed, delivered on time and within approved budgets;
- d) The firm retained by Calaveras County for the New Adult Detention Facility if working for the State of California, Administrative Office Courts on the New Justice Center (Courts) project to show how they intend to staff both projects to run concurrently to avoid a delay to either project.

4. Schedule

Completion of this project is anticipated within 30 months of award of the contract. This schedule is based on the current project scope and budget and anticipated durations for design and construction of the project. It will be the responsibility of the successful Architect/Engineer to confirm the design and construction can be completed in the allotted time for this project.

5. Budget

As previously stated, the Sheriff's Office will build a 240 bed New Adult Detention Facility and a Sheriff's Administration Building of approximately 48,000 square feet. The County has been approved for \$26,387,591 in AB 900 funding for this project, in addition, the County has passed a bond issue providing another \$30,200,000 for a total budget of \$56,952,639.

On this basis, the Owner's budget for the detention facility has not been set as of this date. However, the cost will be comparable to similar facilities on a cost per square foot basis. There is an expectation that this facility should be similar in price to other jail facilities, given adjustments for the difference in size and date of construction.

B. The Engagement

1. Project Description

The County Adult Detention Facility is anticipated to be constructed utilizing the "design-bid-build" delivery process authorized for California Counties under the Public Contract Code. The Facility will house all detention services, inmate support services and Sheriff's Office Jail Administration.

The Sheriff's Office Administration Building is planned to be approximately 48,000 square feet. The Sheriff's administration Building will house the Sheriff's Administration, 911 Dispatch, Office of Emergency Services (OES), and operational components.

The new location for the Adult Detention Facility is at 891 Mountain Ranch Road, San Andreas, CA 95249. The site for the new buildings will be on newly acquired property owned by the county directly North of the present Government Center.

2. Scope of Services

The Consultant shall assist the County of Calaveras in all phases of detention facility programming, pre-design engineering and design-bid-build phases, and project/construction management services through and including transitional planning and activation of building systems, occupancy, closeout, commissioning and demolition of the existing jail/administration building.

II. General Instructions

A. Selection Process

Selection of the Consultant will be a two-stage process: Request for Qualifications and short list Interview of qualified firms, as detailed below.

1. Request for Qualifications (RFQ) Interested firms must submit their

Statement of Qualifications no later than
3:00 PM, January 27, 2009.

2. Organization

Respondents shall organize their response to this solicitation in accordance with the RFQ. Statements of Qualifications shall be evaluated and scored against weighted criteria. The criteria are found elsewhere in this RFQ. Failure to follow this format may result in the submitted Statement of Qualifications being deemed unacceptable or non-responsive and being rejected.

3. Selection of Shortlist for Interview

The County may elect either to select the firm from the Statements of Qualifications submitted, or make its selection following development of a shortlist and subsequent finalist interviews.

4. The scoring will include 100 available points. The Qualifications scoring system will consist of:

- a) 30 points available for experience of the firm.
- b) 30 points available for the Qualifications of the Assigned Team Members.
- c) 40 points available for Approach to the Project.

5. Fee as factor

Fee will not be a contributing factor in the ranking process. At the conclusion of the review of the RFQ and interview process, the County will then start negotiating a contract with the highest-ranked firm. Negotiated fee structure will be for performance of primary tasks (Tasks 1 through 7) (See Attachment A). If negotiations are not successful, the County will then negotiate with the second-ranked firm, and so on.

B. Submittal Instructions

- 1. Responses to this RFQ will be received until 3:00 PM January 27, 2009.
- 2. Statements of Qualifications shall be printed on standard (8 ½" x 11") paper, in 11 point Arial narrow font.
- 3. Preprinted material should be referenced in the submittal and included as labeled attachments within the page limit.
- 4. Tabs for ease of reference should divide sections.
- 5. Number each side of each page consecutively, including letter of interest, brochures, licenses, resumes, supplemental information, etc.
- 6. Submittals must be limited to 30 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Any, or all, submittals exceeding the 30-page limit shall be disqualified as non-responsive.

7. Provide (1) original and (9) copies of the Statement of Qualifications; include with each of the 10 printed submissions either a magnetic or optical media such as a CD, DVD or USB “thumb drive”, containing a PDF file of the printed submission.

A Selection Committee consisting of five Committee members will perform evaluation of submitted Statement of Qualifications. The County reserves the right to change the composition of the Selection Committee at the County’s sole discretion without prior notice to Responding Firm.

The Committee will include designees of the Sheriff’s Department, the County Administrator’s Office and other stakeholders.

Statements of Qualifications shall be submitted to:

Robert C. Lawton
County Administrative Officer
County of Calaveras
Government Center, Suite 31
891 Mountain Ranch Road
San Andreas, CA 95249

RFQADF2@CO.CALAVERAS.CA.US

Responding Firms shall not contact any members, or employees, of the owner regarding this RFQ, evaluation of responses to this solicitation, or selection process from the time the RFQ is issued until the time a notification of intent to award is announced.

No Statements of Qualifications submitted in response to this RFQ will be accepted after the time set for receipt of the responses. Qualification packages submitted via facsimile, telegraph, email or mailgram shall be rejected.

It is the responsibility of each Responding Firm to examine the entire RFQ, seek clarification in writing, and review their submittal for accuracy before submitting. Once the submission deadline has passed, all submissions will be final. The owner does not intend to request clarification from any Responding Firms relative to their qualification submission, but reserves the right to do so if additional clarifying information is needed and such a request is deemed, at the County’s sole discretion, to be in the County’s best interest.

Any submitted Statement of Qualification shall remain valid for six months after the Statement of Qualifications due date or until the County executes a contract, whichever is sooner. The County may, in the event the selected Responding Firm fails to perform and/or the contract is terminated within forty-five days of its initiation, request the Responding Firm submitting the next acceptable Statement of Qualifications to honor its submitted Statement of Qualifications.

It is the Owner's intent to minimize the cost to Responding Firms in responding to this solicitation, so Responding Firms are encouraged to be brief and succinct. Thick volumes of background and general marketing material will not be appreciated and will not impress the reviewers. The County is seeking thoughtful, tightly focused qualifications packages that document the Responding Firm's suitability for this Project and understanding of the Project and Owner. If multiple firms are proposing as one team, each of those firms must describe relevant experience and qualifications of proposed personnel

Questions relating to the RFQ must be submitted in writing to:

Robert C. Lawton
County of Calaveras
County Administrative Officer
891 Mountain Ranch Road
San Andreas, CA 95249

RFQADF2@CO.CALAVERAS.CA.US

The deadline for submission of questions relating to this RFQ shall be 4:00 PM, January 20, 2009. All questions submitted in writing prior to the deadline will be compiled and answered in writing. A copy of all questions and answers will be forwarded via fax and/or email to those firms who have stated their intent to respond by completing and faxing to us the intent to respond form included in this RFQ. Copies of all questions and answers will also be posted to the project home page at:

[HTTP://CCWSTOR.CO.CALAVERAS.CA.US/CAO](http://CCWSTOR.CO.CALAVERAS.CA.US/CAO)

C. Information Regarding Scope of Work during the Project

See representative outline for Outline of Expected Services in Attachment A

III. Statement of Qualifications Submission Format and Requirements

In preparing the Statement of Qualifications, Firms shall present their information consistent with the following outline, using the category headings, item numbers and the order of presentation set forth below.

A. Firm Description

1. Describe the ownership and current principals of the firm and any other firm that proposes to become part of what office will this project be administered?
2. Describe the firm's range of services relative to this RFQ.
3. Describe the firm's history relative to providing Architectural/Engineering Professional Design Services for pre-design engineering and design-bid-build services, including validation of architectural programming and other resource documents, development and management of schedule and budget controls, and other relevant Architectural/Engineering services for adult detention facilities, ideally performed for California counties.
4. Please list any litigation your firm and/or team members are currently engaged in. Describe the firm's experience with previous litigation with owners, construction

- managers, subcontractors and architects.
5. Provide a corporate organizational chart.

B. Experience

Provide examples of specific experience for county detention facilities, 911 Call/Dispatch Centers and Emergency Operation Center similar in nature. For each of these projects:

1. Provide photographs
2. Provide an owner reference familiar with your performance on the project. It is the Proposing Firm's responsibility to ensure the listed contact is current with a correct phone number.
3. List the individual(s) who served as the Project Manager/Key Staff. Please note whether or not this individual is still employed with the firm.
4. List the services provided for each project and the relevance to this project.

C. Project Team

1. Please designate the specific individuals to fill the following key roles on your team:
 - a) Principal in Charge
 - b) Project Manager
 - c) Project Architect
 - d) All Subconsultants
 - e) Other (please describe, if applicable)
2. Please provide current resumes listing relevant project experience and years of jail or adult detention facility project management experience for all personnel listed in III.C.1.
3. Please identify the individual who, from project start to finish, will be the leader of the team and the principal point of contact between the firm and the Owner. This individual's competence, leadership, and ability to achieve customer satisfaction will be heavily considered in the selection of the Consultant. For this leader and all assigned team members please identify a percentage of involvement on this particular project.
4. Provide an organizational chart showing the lines of responsibility and accountability for your team.

D. Project / Program Approach

Outline the firm's approach to services for this project.

E. Insurance Requirements:

During the term of any Agreement resulting from this solicitation, the consultant shall obtain

and maintain comprehensive general public liability insurance, Workers' Compensation/Employers' Liability Insurance as required by the State of California, professional liability insurance and automobile liability insurance. The comprehensive general liability insurance shall include broad form property damage insurance.

1. The limits of such insurance shall be no less than \$1,000,000 per occurrence for the general liability insurance; \$1,000,000 for the Workers' Compensation/Employers' Liability insurance per accident for bodily injury or disease; \$1,000,000 per occurrence for the professional liability insurance; and \$1,000,000 combined single limit for each accident for the automobile liability insurance.
2. Said policies shall remain in force through the term of any Agreement resulting from this solicitation.
3. The county, its elected representatives, officers, agents, employees and volunteers shall be named as additional insured on all but the professional liability insurance.
4. Any deductibles or self-insured retentions must not exceed \$5,000, with the exception of professional liability insurance where a \$100,000 deductible is required.
5. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County Contact Person.
6. Insurance is to be placed with insurers with a California admitted surety.
7. Any insurance maintained by the county shall apply in excess of, and not contribute with, insurance provided by the consultant's liability insurance policy.
8. Prior to starting work under any Agreement resulting from this solicitation, the consultant shall provide the County with original endorsements reflecting the coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf.
9. During the term of any Agreement resulting from this solicitation, the consultant shall provide the County Contact Person with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage.

F. Rate Schedule

Include a schedule of hourly rates, for each individual contemplated under the scope of work.

IV. Consultancy Services

The services being sought under this RFQ are considered professional in nature. Consequently, the evaluation of the responses will be based upon consideration of the demonstrated qualifications and capabilities of the Responding Firms that will result in an award that are in the best interest of the County. Factors to be considered in the evaluation include:

- A. The Responding Firm's capability to deliver the proposed services, as demonstrated on recent projects of similar size, scope, and complexity.
- B. A minimum of three references.
- C. Composition and qualifications of the project team for the services required by the RFQ.
- D. Experience with similar projects.
- E. Approach to Project/Program.
- F. Competitiveness of Hourly Rates and Proposed Reimbursable Expenses

V. Additional Conditions

The Owner reserves the right to reject any or all submittals received, to request additional information, or to extend the deadline for submittals.

Confidentiality of Documents: Upon receipt of a qualification package by the Owner the submittal shall become the property of the Owner without compensation to the proponent, for disposition or usage by the Owner at its discretion. The details of the Statements of Qualification submitted by responding firms will remain confidential until final award.

Costs to Prepare Responses: The Owner assumes no responsibility or obligation to the Proposing Firms. All costs incurred by a Proposing Firm in responding to this RFQ will be borne by Proposing Firm.

Equal Employment Opportunity: During the performance of this Contract, the Consultant agrees as follows: The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap.

Conflict of Interest: The Selected Firm must provide a statement of disclosure, which will allow the Owner to evaluate possible conflicts of interest prior to contract signing. The statement of disclosure must be voluntarily signed by the Selected Firm and may be grounds for rejection if not executed by the Selected Firm. The specific nature and extent of the disclosure statement will be determined during the negotiation phase.

End of RFQ

Attachment A: Outline of Expected Services

Adult Detention Center Project Needs Assessment:

<HTTP://CCWSTOR.CO.CALAVERAS.CA.US/CAO>

Architectural Programs

<HTTP://CCWSTOR.CO.CALAVERAS.CA.US/CAO>

AB 900 Grant Application Jail Needs Assessment:

<HTTP://CCWSTOR.CO.CALAVERAS.CA.US/CAO>