

# RFQ: School Building to Justice Center Review

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## REQUEST FOR QUALIFICATIONS ARCHITECTURAL, ENGINEERING AND CONSULTING SERVICES

### 1) PURPOSE OF REQUEST

- i) The County of Teton in the State of Idaho ("County") is soliciting responses to this Request for Qualifications (RFQ). This response or Statements of Qualifications (SOQ) and performance data from architectural and consulting/professional firms will be in connection with performing professional services for Teton County with respect to the review of the school district building and possible future Justice Center pursuant to Title 67, Chapter 23.20.

### 2) BUILDING LOCATION:

- i) The building is currently being used as the Teton School District Administration building and is located at:  
210 North Main St.  
Driggs, Idaho 83422

### 3) TIME SCHEDULE

- i) The County will follow the following timetable:
  - (a) Issue RFQ 9/29/2010.
  - (b) The School district building is open for review. This is an unescorted walk through of the building. Please be respectful of personnel working. The reviewer is responsible for any equipment (flashlights, ladders, etc.) that they deem is necessary for the review.  
MANDATORY: CHECK IN AT THE FRONT DESK.
    - (i) Thursday, September 30, from 3:00 pm to 5:00 pm. Or
    - (ii) Tuesday, October 5<sup>th</sup>, from 3:00 pm to 5:00 pm.
  - (c) Deadline for Submittal of Responses to RFQ (SOQ OPENING):
    - (i) The deadline for submitting the responses (SOQ) is Wednesday, October 13, 2010 at 10:00am local time.
    - (ii) The SOQ OPENING will occur at the Board of County Commissioners Room, Monday, October 13, 2010 at 10:15am local time.

### 4) INSTRUCTIONS TO PROPOSERS

- i) All responses shall be sent to:  
Louis Simonet / County Engineer  
Teton County  
150 Courthouse Drive  
Driggs, ID 83422  
(208) 354-0245  
Or hand delivered to the County Clerk/Recorder office at 150 Courthouse Drive, Driggs, Idaho.
- ii) Please place three (5) copies of your SOQ in a sealed envelope and clearly label "Statement of Qualification for School District Building Review" and the name of the respondent.

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- iii) Qualifications should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Use of both sides of paper sheets for any submittals to the County is desirable whenever practicable.
- iv) An authorized representative of the firm must complete and sign at least one (1) original of its SOQ, certifying the truth of the statements and representations made in the SOQ. This can be addressed in the cover letter.
- v) Any questions concerning the County's RFQ process shall be directed to Louis Simonet / County Engineer at (208) 354-0245 or emailed to [lsimonet@co.teton.id.us](mailto:lsimonet@co.teton.id.us).
- vi) Required information: To be selected, a Statement of Qualifications must demonstrate that the Respondent is highly qualified by expertise and experience to perform the Services. A Statement of Qualifications should emphasize the Respondent's qualifications and experience regarding all aspects of the Services. At a minimum, all of the following information MUST be furnished by each Respondent as part of its Statement of Qualifications. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the Proposal.
  - (1) Cover Letter: letter should introduce your team, identify the single point of contact, and provide the contact telephone number and address of the project manager. This letter should include a statement committing the personnel and resources identified in the proposer's submittal. It should also include:
    - (a) Full, correct legal name and type of business entity.
    - (b) Address (street and mailing)
    - (c) Name of respondent's representative for purposes of notice or other communications regarding the RFQ.
    - (d) Telephone, Facsimile numbers and email addresses of the office and the representative.
  - (2) Team experience and qualifications: describe how your firm/team is organized as well as projects of similar size and scope that the team has completed or is currently engaged in for justice center building remodels. Projects should demonstrate recent experience with all code requirements, standards and specifications and show that the respondent is qualified for justice center design and remodeling.
  - (3) Project manager: Identify the project manager who will be responsible for the quality and timeliness of the respondent's work and ensuring the appropriate discipline leads and resources are available and dedicated to the project. Describe the project manager's previous experience managing similar projects, qualifications, approach to project management and communication.
  - (4) Key Personnel: Provide an organizational chart identifying the roles and locations of team members. For key personnel, describe each person's role and duties.

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Include a brief summary of experience and qualifications. Include Idaho professional registration where applicable.

- (5) Familiarity with local conditions and local requirements. Provide a written narrative demonstrating familiarity with the building, the personnel involved and the different divisions within the county and the firms' approach to accomplishing other relevant projects. Identify significant features and potential issues that might be encountered and the firm's approach to address those issues.
- (6) Familiarity with local and normal conditions concerning the remodel of an existing building. This includes the review of an existing building with respect to code compliance and structural adequacy of a justice center building.
- (7) Quality Control and Timeliness: Describe the firm's procedures for scope change control, schedule and cost control, and quality control. Specifically list qualifications for schedule control for the quick completion of the project. If subconsultants are on the team, describe the firms' control measures regarding subconsultant work.
- (8) Affirmative Action Program: Provide evidence that the consultant has established and implemented an Affirmative Action Plan and has experience with DBE requirements associated with federal grants.

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### 5) SELECTION CRITERIA

- a) A Scoring committee will be formed consisting of three people from the Sheriff's office, and one person from the County and the County Engineer. Each component of the qualifications package will be evaluated based on the information in the Scoring Table:

SCORING TABLE				
Criteria	Available Score	Weight	Score	Weighted Score*
Introductory Letter	1 = complies with req. 0 = does not comply	5%		
Team Experience and Qualifications and justice center qualifications.	1 to 10, where 10 is highest score	15%		
Project Manager	1 to 10, where 10 is highest score	15%		
Key Personnel	1 to 10, where 10 is highest score	10%		
Familiarity with Teton County Law Enforcement and Approach to the Project, with features and issues.	1 to 10, where 10 is highest score	15%		
Familiarity with the remodel of a building for normal use and as a justice center building.	1 to 10, where 10 is highest score	25%		
Quality Control and Schedule Control	1 to 10, where 10 is highest score	10%		
Affirmative Action Program	1 = complies with req. 0 = does not comply	5%		
			<b>Total:</b>	

\*To get weighted score, multiply score by weight. Example: if Score is 7 for 15% = 105  
All totals from each committee member will be summed for a final score for each respondent.

### 6) TERMS AND CONDITIONS

- a) The County reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ responses.
- b) The opening of any RFQ response does not constitute acceptance of such respondent as a responsible, qualified respondent.
- c) The County reserves the right to request clarification of information submitted, and to request additional information from any consultant.
- d) Any RFQ response may be withdrawn up until the date and time set above for opening of the RFQ responses.
- e) The County reserves the right, in its sole discretion, to reject any and all Statements of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications received for any reason at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, the County specifically reserves the right to reject a

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Statement of Qualifications if the Respondent fails to furnish the data required by this RFQ or if the Statement of Qualifications is in any way incomplete or irregular.

- f) The County shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
- g) The County encourages minority and women-owned firms to submit qualifications consistent with the County's policy to ensure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

### 7) PROPOSED SCOPE OF SERVICES

The respondent will be responsible for the review and recommendations concerning the design and construction of the existing building and the change to a justice center building. This would include the determination of and the cost of each major item that would need to be upgraded/corrected to meet the required code requirements and provide for the long term use of the building.

A list of those items needed to occupy the building and their costs should be supplied along with a list of those items that would need to be upgraded in the future and the probable time line and their cost.

The idea is to have a building that would provide for the current law enforcement needs and allow for the expansion of the future needs as well. The current Justice Center building houses the following departments and their personnel:

1. Sheriff
  - a. Assistant
  - b. Chief
  - c. 2 Investigators
  - d. 1 civil deputy
  - e. Coroner
  - f. 4 to 6 deputies
  - g. Evidence room and log in office.
  - h. Wash room (w/ washer and dryer) and shower.
  - i. Interview room.
2. Holding Cells
  - a. 2 adjacent for adults and juvenile.
3. Dispatch
  - a. 2 day time
  - b. 2 dispatchers
  - c. Large antenna
4. Drivers License
  - a. Counter to public and 1 person
5. EMS – 1 person with larger storage
6. Prosecutor
  - a. 2 Attorneys
  - b. Small meeting room (possibly 2)
  - c. 1 Assistant
7. Probation

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- a. Juvenile
- b. Adult
8. Search and Rescue Room
9. Large meeting room.

Since this building is in the City of Driggs, all changes will have to meet the design requirements of the City.

The county will provide the original Architectural design drawings for the building that are available in electronic format or paper copy. The County will also provide the May 6, 2010 Real Estate Appraisal Report for the building in electronic PDF. Please send an email to Louis Simonet requesting the report and follow up with a phone call. The report and drawings will be provided

The respondent will be required to work closely with the county to provide a quick turnaround for this project within 60 days of notice to proceed, minus any review times.

### **8) COMPENSATION**

- a) Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the County will negotiate a contract which it determines is fair and reasonable. If the County is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will be terminated in writing and the County will begin negotiations with the next highest ranked firm.
- b) Payment by the County for the services will only be made after a Contract is negotiated and services have been performed.

### **9) PUBLICATION**

- a) This RFQ does not need to be published according to IC 67-2320 and IC 67-2805, since the amount of the contract will be less than \$100,000. A minimum of 3 professional consultants will be notified of this RFQ.