



**Jefferson County
Board of Commissioners**

300 East Main, #103
Madison, Indiana 47250

www.jeffersoncounty.in.gov

Version: 09/16/2019

REQUEST FOR PROPOSAL
Jefferson County Jail Architectural / Engineering Services
Due: October 22, 2019@ 4:00PM Local

Project Location: Parcel is approximately 50 acres on north side of J.A. Berry Lane, approximately ¼ mile west of Shun Pike and approximately 1/3 mile east of Papermill Road. Level one and soil borings are complete. Aerial view (Attached)

This Request for Proposal (RFP) by The Jefferson County Board of Commissioners serves as official notice of required Architectural / Engineering Services for the new Jefferson County Jail. This RFP is being issued to solicit certain documents from pre-selected qualified firms to perform architectural / engineering services for the above-mentioned project as outlined in this RFP. A response to this RFP is no guarantee that the firm responding will be awarded a contract to perform services, but only that the responding firm wishes to be considered. Construction Control, Inc. is the Owner's Owners Representative for the project; questions about this RFP should be submitted in writing/email to:

Mr. Jack Krouse, Owners Representative
Construction Control, Inc.
9602 Coldwater Road, Suite 200
Fort Wayne, Indiana 46802
Office (260) 489-1400
Cell (260) 433-0602
Jack-k@cc-inc.net

Contact with anyone other than Jack Krouse about this RFP may cause disqualification from consideration.

Submittal Requirements:

1. Response to this RFP as outlined herein.
2. One (1) original and seven (7) copies and two electronic copies are to be submitted.
3. One copy including fees should be submitted by email to Jack Krouse
4. All submittals are to be delivered to:

Jefferson County Auditor's Office
C/O Mr. David Bramer,
Jefferson County Board of Commissioners
300 East Main, #103
Madison, Indiana 47250
One email copy to Jack Krouse of submittal and fees

Information:

1. The submitting firm must be a recognized architectural / engineering firm, properly licensed in the state of Indiana to provide the services being requested.
2. The contract for design services will be executed between the selected architectural / engineering firm and the Jefferson County Board of Commissioners, and may be assigned to a building corporation as maybe necessary for funding.
3. The Board of Commissioners reserves the right to reject any or all submittals in response to this RFP. Fees, although important to any agency, will not be the sole determinate in selecting a firm.
4. The Owner has not yet determined the method of construction delivery as provided by Indiana statutes. If CMc (Construction Manager as Constructor) is selected there will be significant modification to the AIA standard form of agreement. However, the form of contract will be an appropriate A.I.A document to the method selected. Refer to section 5, paragraph 8.
5. The county expects to give a notice to proceed with design within 45 days of the selection.

Information regarding the studies and other aspects of the project are listed on the Commissioners website www.jeffersoncounty.in.gov. Appendix 'C' of the feasibility study addresses many of the intended goals of the design.

Section 1: Purpose

The Board of Commissioners of Jefferson County, Indiana is seeking architectural / engineering services in order to develop a new jail facility. Specifically, the Board is looking for a qualified architectural / engineering firm with expertise in correctional facility design to provide specified services to complete the facility program, develop a conceptual design, and to provide the construction documents and specifications necessary to permit, bid and build the facility. The purpose of this RFP is to solicit information as a response from architectural / engineering firms interested in working on this project.

The county will evaluate interested firms by reviewing the documents submitted in response to this RFP. All interested firms must complete a full response based on the information requested in this RFP. The county does hereby reserve the right to modify the selection process based on the information and fees provided in the RFP submittals. All submittals will be vetted for accuracy and references contacted. The county may elect to interview several firms as part of the selection process.

Section 2: Background Information

Jefferson County is located in Southeast Indiana and has an estimated population of about 32,000 people. The Board of Commissioners consists of three (3) members, who are responsible for making the final selection of the architect / engineer being solicited for in this RFP. The Jefferson County Council is responsible for funding of the project. Construction Control, Inc. is the owner's representative and it is not intended that they provide services under any of the delivery systems for construction, but rather remain as the Owner's Representative through design, bid and construction.

Section 3: Expectations of Project

The existing jail has 109 rated beds (not including holding, medical, etc.) and in the recent past has had a high of 157 inmates. It consistently has over 150 inmates. It is designed as a linear style and indirect supervision. With consideration of classification, the facility should have 200 beds. A recent study showed the future need of 296 beds. The Commissioners intend to build a new facility on property described above. They recognize the future need, and expect to construct a 300 bed facility.

The following minimum requirements should be considered:

- Support areas designed for the expected bed count and for future additions.
- Circulation should anticipate growth.
- The Commissioners/Sheriff would prefer a modular steel cell.
- Provide administrative space for the Sheriff and potential remote evidence storage. There will be no other departments included.
- Spaces for addiction, mental health programs.
- Construction is expected to start in late 2020.
- Plans of specifications should be completed no later than September, 2020.
- Allow 8 weeks for bidding, awards and Notice to Proceed.
- Construction is expected to take 18-20 months.
- Partial areas may not be built if budget constraints become apparent during design and portions made be bid as alternates.
- The jail will be an indirect supervision design.
- The number of classifications and number of beds in each is TBD.
- Help with the purchasing of the lose equipment should be part of the fees

A copy of the “Feasibility Study for Jefferson County Sheriff’s Office and Jail” is available upon request, and part of the information at the Commissioners website.

Section 4: Scope of Services

The Board of Commissioners is expecting the architectural /engineering firm to provide the following services:

1. Perform conceptual design services and development of program information based on the general requirements listed above. Assist with site evaluation as necessary.
2. Completion of schematic design and design development documents for review and approval by the Board of Commissioners, including any required site drawings.
3. Develop and prepare construction documents, including specifications, for submission for building permit and construction.
4. Assist where needed in obtaining building and other required permits.
5. Evaluating bids received.
6. Conduct site visits throughout the construction phase and sign off on construction drawings as work is completed.
7. Advise the Board of Commissioners of defects and deficiencies in the construction work on a timely basis and recommend when work should be rejected by the County.
8. Provide a final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
9. The County will obtain all geotechnical information and surveys.

The above scope of services is intended to be in accordance with the terms of the selected A.I.A contract.

Section 5: Qualification Information required

1. Contact information of firm and any consultants.
 - a. Name of firm
 - b. Complete address
 - c. Contact person and title
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. Email address

2. Provide a General Statement of Qualifications that responds to the Scope of Services information given above. Describe what you perceive to be the critical issues for this project.

3. Brief History of the Firm
 - a. Provide a description of the firm including years in business, total number of employees, type of projects highlighting any specialization, number and location of offices, type of organization (i.e., corporation, partnership, or other) with names of owners/partners/principals, and any other general information.

 - b. Provide an organizational chart of the design team.

 - c. Is your firm currently for sale or involved in any transaction to expand or contract or to become acquired by another business entity? If so, explain the impact on the firm and this project both in organizational and directional terms. Does your firm have any formal relationship on any projects with any firms that may become involved due to the chosen method of construction.

4. Personnel
 - a. List the professional and support positions and number of personnel in each position.

 - b. List the names and registration of your firm's principals.

 - c. Has a member of your team had his or her license suspended for any reason?

 - d. Provide resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of three clients with whom the architect has worked on a similar building project.

 - e. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects. Consultant fees should be in your quoted fees. It is recognized that the engineering portion of the effort is perhaps more important than the architectural. Those submitting this RFP should respond accordingly.

 - f. Explain any relationship (relative, business associate, financial, or any other kinship) that exists between your firm and any Jefferson County, Indiana employee or elected official.

 - g. List the specific architects and engineers that will be assigned to this project.

5. Representative Projects

- a. Describe the types of records, reports, monitoring systems, and information management systems which your firm uses in the management of representative projects. Provide examples.
- b. Submit a list of all jail-related projects your firm currently has in progress and the status of each
- c. For your last four jail projects, provide the following:
 - Name of project
 - Client contact-sheriff and jail commander
 - Size (square feet)
 - Owner's total initial budget
 - Total project cost with number of change orders and costs of change orders
 - Cost per square foot excluding Soft Costs
 - Date of bid
 - Scheduled completion date
 - Actual completion date
 - Photos
 - Projects should only be listed if completed by the submitting firm.
- d. List your firm's three best projects and the project personnel, including consultants, for those projects. Explain what made these your best projects.
- e. Describe the exceptional features of jail facilities designed by your firm.
- f. What would your expected design time line be?

6. Architectural/Engineering Service (Briefly describe)

- g. Provide information on your current workload and how you would accommodate this project.
- h. Describe in detail the process you would follow from schematic approval through approval of the final design.
- i. Describe how you plan to ensure continuity of project objectives starting with a design solution, moving through construction documents, and finishing with a constructed project that meets the County's requirements.
- j. Describe how you track County input and review comments on your design document submittals to confirm that they have been addressed. Provide examples of reports/logs used for tracking response to and closure on County comments.
- k. Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- l. Describe several problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.

- m. Describe how your firm can add value to this project and the process your firm uses. Include several examples of situations from comparable projects where a county realized tangible value.

6. Schedule

- a. Describe the project team's approach to scheduling the duration and completion timing of conceptual, schematic, design development and construction documents.
- b. Describe briefly how you plan to develop and communicate design, scope, and budget options in a form that will quickly facilitate the County's decision-making process and not impede the ongoing progress of the project.

7. Proposed Fee

- Please include in a separate envelope your proposed fee and schedule of potential reimbursable items and their costs. This should also be addressed to Mr. David Bramer, Jefferson County Board of Commissioners/Jail Committee.
- There should be two fees quoted: One to design a 250 bed facility and one for a 300 bed facility. The commissioners would prefer a flat fee as the basis of compensation, if you quote a percentage, defend this choice.
- Given that the Commissioners have not selected a delivery method: Would any of the possible project delivery methods impact your fee and why? List your experience with each.

Section 7: Selection Process

The Jefferson County Board of Commissioners reserves the right to reject any and all proposals if it deems that to be in the best interest of Jefferson County. Evaluation criteria will be developed by the Owner's Representative for use in evaluating the qualifications of submitters.

1. Financial & Insurance Information

- a. Provide most recent year-end financial statement.
- b. Provide bank reference(s).
- c. Is your firm currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- d. Provide the following information related to your General Liability Insurance and your Professional Liability Insurance:
 - Name of
 - Carrier Contact
 - Coverage limits
 - Deductible
- e. Provide a claims history under your professional liability insurance for the past five (5) years

against the firm (including previous names), officers, and any proposed project team members.

2. Legal

f. Answer the following questions about claims and suits regarding jail projects (If yes to any question, provide details):

- Has your organization ever failed to complete any work?
- Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm, its officers or your clients relative to one of your projects?
- Has your firm filed any lawsuits or requested arbitration with regards to design contracts within the last five (5) years?
- Have any of your projects in the last five (5) years had/have any bond claims, behind schedule, contractor or subcontractor filed for delays?

g. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your firm or any client.