

REQUEST FOR PROPOSALS (RFP)
for Architectural Services
Codington County, South Dakota

Project Summary:

To address the current and future space needs of the Codington County Courthouse and Jail, Codington County is requesting proposals from qualified and licensed individuals/firms interested in performing architectural services for:

- Pre-design work (needed programming, space analysis and plan diagrams) to include various conceptual construction options for the current and future space needs of the Codington County Courthouse and Jail.
- Development of a site master plan.
- Site evaluation of up to five potential construction/remodel sites.
- Operational analysis of options to include construction and operational cost estimates associated with various construction options for the current and future space needs of the Codington County Courthouse and Jail.
- Assistance in the selection of the best value option for Codington County
- Documentation of the results of the afore-mentioned work.
- Public awareness campaign services.

The information developed through this process will be used by the Board of County Commissioners (BoCC) to determine an option for meeting the justice facility space needs of the county. The BoCC anticipates that funding for the construction or remodel of court and jail facilities will require the passage of a bond referendum.

To assist in the process, the BoCC has appointed the Codington County Justice Advisory Committee (CCJAC). The CCJAC's basic task is to recommend to the BoCC a way to address the county's justice facility space needs. The firm or individual providing architectural services will work with the CCJAC and BoCC as it/he/she provides the requested services.

The firm or individual providing architectural services will, at a minimum, provide the following construction options:

- Option(s) that incorporate the current courthouse
- Option(s) for completely new construction on a new site
- At least one option must have the court facilities and jail connected
- Options may involve relocation of other county offices

Should the bond referendum pass, the architect selected from this RFP may be retained for some or all of the following design services:

- Schematic Design
- Design Development
- Construction Documents
- Bidding
- Construction Administration.

Background Information and Expectations

Needs Analysis

The CCJAC has obtained the expertise of consultants to assess future justice facility space needs.

- For court space needs, the National Center for State Courts (NCSC) projected the likely caseload twenty years into the future and recommended specific room types along with specific square footages. NCSC also recommend guidelines for adjacencies between rooms as well as features intended to maximize the efficiency of court operations. The report is available on CCJAC website <http://codington.org/ccwp/wp-content/uploads/2014/12/Codington-County-Sourthouse-Space-Assessment-FINAL-REPORT-AUGUST-31-2015.pdf>
- For jail space needs, Mr. Bill Garnos projected the likely adjusted daily population of the jail twenty years into the future and recommended a jail bed count. Mr. Garnos also recommended the use of American Correctional Association (ACA) standards and assessed Codington County's current jail based on ACA standards. The current version of the report is available on the CCJAC website at <http://codington.org/ccwp/wp-content/uploads/2014/12/Final-Codington-Jail-Needs-Assessment-Report-Garnos-.pdf>

In addition, the CCJAC is discussing other aspects of justice facility needs, to include:

- Desired lifespan / expansion strategies beyond the twenty-year projections of the consultants noted above. These can include both construction and programmatic strategies such as incarceration alternatives and diversion programs
- Needs of other county offices that may be affected (e.g. sheriff) in the process of jail or court construction
- Historical preservation. A report is available on CCJAC website at <http://codington.org/ccwp/wp-content/uploads/2014/12/Codington-Courthouse-History-and-Architectural-Report.pdf>.
- Location options.
- Funding options.

The CCJAC is developing some basic criteria to be used to evaluate the construction options. These are available on the CCJAC website (<http://codington.org/codington-county-justice-advisory-committee/>) under the "CCJAC Work" subheading. The firm or individual providing architectural services will work with the CCJAC and BoCC to facilitate sufficient development of these criteria and other necessary aspects of the project to ensure that the construction options address the needs presented.

Any individual/firm wishing to submit a proposal is strongly encouraged to view all of the reports and studies associated with the work of the CCJAC. These reports are available on the Codington County website located at codington.org under the tab "Criminal Justice Advisory Committee" located on the county's home page (<http://codington.org/codington-county-justice-advisory-committee/>).

Individuals/firms are encouraged to review all of the documents on this page, especially focusing upon the reports under the "CCJAC Work" section. The CCJAC minutes and older documents created prior to the existence of the CCJAC will also provide context.

Requirements for Submission of Proposals:

10 copies of the proposal must be received at the Codington County Auditor's Office no later than 4:00 p.m., on January 15th, 2016.

A. The proposal must include the following, but not exceed 20 pages:

- *Cover Letter*
- *Section 1* Identify your firm(s); include name, address, telephone number and name of the person to contact regarding this Request. (One Page)
- *Section 2* Organizational Chart: identify Team; disciplines, specific personnel and role of those who will be assigned to this project (One Page).
- *Section 3* Project Approach: describe your approach to this project, including; design, bidding, construction administration and close-out services. (Two Pages)
- *Section 4* Firm Capacity: Number of full-time licensed architects. Provide resumes and workload of those, listed in Section #2 above, who will be assigned to this project. (maximum one page per person)
- *Section 5* Detail your firm's Quality Control Process concerning design, document control and construction administration.
- *Section 6* Detail the litigation history of your firm, in its current or past names, with county clients within the last five years, including binding arbitration, whether initiated by yourself or clients. Are you a party to any pending litigation, or binding arbitration with a client? If yes, please list the plaintiff(s), the defendant(s), nature of the complaint(s) and disposition, if determined, of each case.
- *Section 7* Include a copy of your current proof of professional liability, or errors and omissions insurance. Have you had any claims on your professional liability insurance, or errors and omissions insurance in the last five years? If yes, please list the claimant, the nature of the claim(s) and final disposition of the claim(s) if determined.
- *Section 8* List your firm's and/or team personnel's recent experience up to the last five (5) similar projects you were involved with. At a minimum provide; Project size (courtroom number, jail bed number and project cost), location, date of vote, outcome and owner reference. Include the engineering and/or other services not readily available directly from the lead firm required to accomplish the total project. (maximum one page per project)
- *Section 9* Please describe what it is that makes your firm the uniquely qualified, to design Codington County's Court and Jail facilities.
- *Section 10* Availability: When is the organization/firm available to begin work on the project?
- *Section 11* Cost summary: Provide an estimate of the number of hours, cost per hour of key personnel, and a final cost for the proposed work described in the Project Summary. Note that this request for proposals is not a bid and the lowest cost estimate will not necessarily be selected. However, it is a consideration in the overall ranking of the proposals that are received.

B. Proposals should be submitted in a sealed envelope, marked "**Justice Project Architect RFP**", and addressed to:

Name: Lee Gabel, Commissioner c/o Codington County Auditor
Address: Codington County Courthouse
14 1st Ave. SE
Watertown, SD 57201

- C. Submittals **must** contain a manual signature of an authorized representative of the proposing firm.
- D. Questions concerning the request for qualifications or the selection process or requests to view the present facilities should be directed to Lee Gabel, Commissioner, who can be reached at (605) 880-1278. E-mail address dlee.gabel@gmail.com. Contact can also be made through the County Auditor as (605) 882-6297
- E. Submittals received prior to the time of opening will be secured unopened. The Commission will open all submittals on or after the specified time. **No** submittal received after the scheduled receipt time will be accepted.
- F. The BoCC will **not** be responsible for the premature opening of a submittal not properly addressed and marked on the outside of the envelope/package.
- G. Submittals received after the scheduled time will be marked "**TOO LATE**" and will be returned unopened to the vendor.
- H. The CCJAC/BoCC will review the submittals and may invite some or all firms to make an oral presentation to the BoCC and designated representatives, at a future date.

Terms and Conditions

- A. The BoCC reserves the right to recommend or reject any submittal in the best interest of the County.
- B. The BoCC reserves the right to recommend the award of the contract to the next most qualified firm, if the successful firm does not begin the contracted services within the prescribed thirty (30) days.
- C. In the event that a contract cannot be negotiated with the first firm, the BoCC reserves the right to negotiate with the next qualified firm(s) until a contract can be reached.
- D. The BoCC reserves the right to waive irregularities in the RFP responses in order to ensure obtaining the most qualified services.
- E. The successful firm shall not discriminate against any person in accordance with federal, state, or local laws.

Selection Criteria The following criteria will be used for selection (criteria 1 to 4 are generally based on SDCL 5-18D-18):

1. Project approach and understanding of the requirements of this project as evidenced by the proposal content and familiarity with Codington County's unique situation.
2. Experience and qualifications of the firm and individuals that would be available and assigned to the project.
3. The firm's record of past performance, including price and cost data from previous projects, demonstrated technical competence, quality of work, ability to meet schedules, cost control (despite special project constraints), and contract administration"
4. Proposed project management techniques as demonstrated by the proposed approach and methodology to meet the project requirements
5. Estimated cost to perform the work.

The selected individual/firm will be expected to enter into a formal contract with Codington County for the provision of the architectural services. The final contract will be determined through negotiations between Codington County and the selected individual/firm using the proposal submitted as a basis for negotiations.