

# **REQUEST FOR PROPOSALS**

**“Owner’s Representative”  
For  
the Scott County Jail Renovation and Expansion Project**

**Scott County Public Safety Authority  
(Contracting Entity)**

**Scott County Board of Supervisors  
(Building Committee)**

**PROJECT #FSS0412-03**

The Scott County Board of Supervisors on behalf of the Scott County Public Safety Authority are requesting proposals from qualified Quad City Area contracting, construction management and construction consulting firms. Scott County intends to contract with a qualified firm or individual to provide owner’s representative services to Scott County as part of the Scott County Jail Renovation and Expansion project. Firms or individuals may express interest in said project by preparing a proposal to the Scott County Board of Supervisors as outlined herein.

## **SELECTION PROCESS**

The selection process will evaluate all proposals using criteria based on the demonstrated abilities and experience of the firm or individual as it relates to the proposed services. In addition, the cost of the proposal will merit consideration as it relates to the services proposed and the project budget. All decisions and selections of the Scott County Public Safety Authority and the Scott County Board of Supervisors are final and are not subject to appeal.

Please do not attempt to contact any staff or officials of Scott County outside of this RFP selection process. All firms will be notified in writing of the outcome and final selection as well as a spreadsheet indicating proposal costs within 6 weeks of the submission deadline.

## **PROJECT BACKGROUND INFORMATION**

The Scott County Jail Renovation and Expansion Project is based on a successful \$29.7M bond referendum held in November of 2004. The Public Safety Authority (PSA) is the legal contracting entity and the Scott County Board of Supervisors (BOS) is the building committee.

The Project is currently in the schematic design phase. The PSA has retained the services of Larrison and Associates and Voorhis and Associates to provide design and jail consulting services for the project. The project budget of \$29.7M is the total spending authority for all construction, equipment, financing and project costs from design through occupancy. It is very likely that multiple construction contract awards will occur for the project and that multiple alternate bids will be requested in an effort to maximize the effective use of the available property tax dollars on the project. Attached are preliminary schematic diagrams prepared to

date for the project. Additional pre-design project background information is available on the website for The Community Jail and Alternatives Advisory Committee (CJAAC) at [www.cjaac.com](http://www.cjaac.com).

## **SUBMISSION OF PROPOSAL INFORMATION**

Each proposal must be based on the attached contract information and scope of work for the Scott County Jail Renovation and Expansion Project. This document is intended as a framework for all proposals. The scope of work is NOT intended as a comprehensive list of all tasks provided by the successful firm. Proposals not addressing the contract information and scope of work and the intent of the owner's representative concept will not receive consideration. Likewise, proposals that increase the scope of work or make substantive changes to the terms beyond the intent will not receive consideration.

Each proposal must address the following:

- a) Firm Background – provide background of proposing firm including experience in the Quad City market and work on similar sized projects.
- b) Individual Background – provide information about the person assigned to the project including experience on similar projects. Provide assurance that the individual assigned will remain assigned. Provide assurance that, in the event of unforeseen circumstances requiring replacement of the individual, Scott County will have final approval of replacement staff.
- c) Project team approach – how/what does your firm do to encourage team work and collaboration of all the project “players”;
- d) Cost – make a cost proposal based on the scope of work. Outline the effort required, overhead costs and the cost of services.
- e) References – provide pertinent local references and similar projects/services.

## **RFP DEADLINE**

Deadline for this request is Monday, January 31, 2005 at 2:00 p.m. Submittals must be received at the office of the Scott County Purchasing Division before the aforementioned time and date. Submissions received after this time will not receive consideration.

## **DELIVERY INSTRUCTIONS**

RFP submissions must be delivered prior to the aforementioned deadline at the following location:

SCOTT COUNTY PURCHASING DIVISION  
SCOTT COUNTY ADMINISTRATIVE CENTER  
REF: PROJ #FSS0412-03  
428 Western Avenue  
DAVENPORT, IOWA 52801

Each prospective firm must submit two (2) hard copies of their proposal before the above

deadline. In addition, word documents may be submitted via e-mail to [purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com). Voice verification of receipt for either mailed, e-mailed or parceled submissions may be made at (563) 326-8793

## **Scott County Jail Renovation Expansion Project Owner's Representative Tasks/Responsibilities/Expectations**



### **Contract Description/Information/Terms:**

- This will be a “professional services” contract for the duration of the project; a fixed fee contract is preferred, but other proposals would be considered (hourly rate with not to exceed); actual contract holder is the Scott County Public Safety Authority with directive responsibility delegated through the Board of Supervisors to the PM Team (FSS Department);
- Contract terms will include early termination provision and provisions for adjustment of total contract hours – language to be negotiated at execution of contract. Please provide hourly rate(s) in proposal.
- Owner's Representative shall be and must remain an “independent agent” working solely for and in the interest of the Scott County Public Safety Authority at the direction and delegation of the above mentioned responsible parties. Any individual or firm under contract to provide Owner's Representative services as outlined herein is prohibited from contracting for other aspects of this project either in a prime contractor or sub-contractor role. This provision applies to subsidiary entities, companies with mutual ownership and any other relational issues that would present potential conflicts of interest. The only exceptions to this provision are for scope of work revisions or additional services mutually agreed to by the Owner's Representative and the Scott County Public Safety Authority.
- Billing will occur monthly based either on hours (hourly rate with not to exceed contract) or project progress (fixed fee contract). Billing requests shall be submitted for approval and payment to the Project Manager. Scott County will make timely payment (net 30 days) from approval of the billing submission;
- Provide any and all worker's compensation coverage, corporate liability coverage, auto liability, payroll withholdings and unemployment compensation contributions as required by law;
- Anticipated start of services is in the design development phase (mid to end of February 2005). The duration of services shall be through punch list completion for all phases. Construction duration is projected from September 2005 through June 2008.
- Provide own transportation, clerical support (as required), protective clothing/equipment, meals and lodging (if required);
- Provide for the ability to communicate and collaborate electronically (via e-mail and web);

- Scott County will provide digital photography equipment, duplication of county documents, background documentation previously prepared for this project and trailer-space on site (general contractor provided).
- Work as an “owner’s agent” throughout the entire project, assisting with the project management team and it’s responsibilities; organizationally, this position will report directly to the primary Project Manager (FSS Department Director); Selected Owner’s Representative shall provide services as outlined in, but not limited to the scope of work.

#### **SCOPE OF WORK:**

- a) Spend significant time on-site during construction (15-20 hours per week average); more time on-site during critical activities; less at other times; Scott County reserves the right to adjust time allocations within the confines of the total contract hours to meet project needs.
- b) Observe construction activities and assist design team with assuring compliance with construction documents and intent;
- c) Report and relate observations to the project management and design teams;
- d) Keep owner’s construction log, including monthly work completed, weekly reports and digital photos;
- e) Attend all construction progress meetings;
- f) Help enforce proper lines of communication throughout the construction phase (sub-contractor to contractor; contractor to architect; architect to owner; reverse);
- g) Offer constructive input to the Project Management team into construction decisions, construction schedule, material issues, change requests, etc.;
- h) Attend design development workshops – review documents and provide pertinent comments or input to the design team for build-ability issues, construction phasing, logistics, material selection and cost estimating;
- i) Review construction documents as another set of “owner’s eyes”, providing comments as necessary;
- j) Assist the Project Management team in maximizing value, quality and expediency throughout the project period.