



REQUEST FOR QUALIFICATIONS – Architectural Services

Scott County Courthouse Renovations – Phases 4 - 6

SCOTT COUNTY, IOWA

PROJECT #FSS0508-02

At the direction of the Scott County Board of Supervisors, the Scott County Facility and Support Services Department is requesting qualifications of architectural firms. Scott County intends to contract with a qualified firm to provide full service architectural services in support of the Scott County Master Plan for Building Improvements. Firms may express interest and request consideration for said project by making submittal to the Scott County Facility and Support Services Department as outlined herein.

BACKGROUND INFORMATION

In 1999 the Scott County Board of Supervisors adopted the two part Scott County Master Plan for Building Improvements. Said plan called for the renovation and redevelopment of two primary facilities (the Administrative Center and the Courthouse) on the Scott County campus in downtown Davenport, IA. Since that time, the Scott County Facility and Support Services Department (FSS) has served as the project manager for a number of renovation/expansion/construction projects in support of said Master Plan.

To date, renovations to the Administrative Center have been fully implemented in accordance with the Master Plan. Similarly, renovations to the lower level of the Courthouse have been completed. Architectural programming and schematic diagrams showing space layout have been completed for the remainder of the Courthouse facility. Depicted in those schematic diagrams are several renovation projects involving spaces on the first, second and third floors of the Courthouse building. Those spaces total approximately 60,000 square feet and include typical government office spaces, courtroom spaces, meeting rooms, commons areas and mechanical spaces. These renovations are likely “gut rehabilitation” projects involving the demolition of the existing build-out and renovation to include partition walls, HVAC and plumbing systems, electrical load centers and circuitry, flooring, ceilings, finishes and furnishings.

Architectural services required will include the verification of the existing program and schematic diagrams, revisions to the existing schematic diagrams, design development, construction documents and construction contract administration. Said remaining projects are planned for phased implementation with the building to remain largely occupied during construction. Funding for these projects is available over a number of years within the Scott

County Capital Improvements Program.

Architect selection is scheduled for completion with contract award by November 15, 2005. Contracting shall be closed ended, by project. The next Master Plan project is the renovation of approximately 11,000 square feet of office space for the County Attorney and Court Administration offices. The tentative schedule calls for construction document completion by April of 2006.

SELECTION PROCESS

The Facility and Support Services Department intends to, through the review of qualifications, experience and expertise evaluate all submissions. The goal of the evaluation process will be to select a manageable group of firms to whom a request for proposals will be sent. That RFP will be based directly on the next Master Plan project and the specific services required. Fee rates, contract structures and project approach will be examined as part of the RFP submission. In addition, finalists will be interviewed by the selection team. All decisions and selections of the Scott County Board of Supervisors, FSS and the selection team are final and are not subject to appeal.

Please do not attempt to contact any staff or officials of Scott County outside of this RFQ selection process. Due to the large number of interested firms for this project we are unable to grant individual meetings or phone interviews at this point in the selection process.

SELECTION CRITERIA

The following attributes and requirements will be the primary criteria for selection for this RFQ/RFP process:

- ◆ Local presence – selected firm must have an established, operational architectural services office within 25 miles of the project location for at least 24 months prior to the award of contract.
- ◆ Court and/or criminal justice experience – this may be accomplished internal to the firm or through a partnering arrangement with another architectural firm. If a partnering/consulting arrangement is proposed, the local firm shall be the “lead” professional, shall be the contract holder with Scott County and shall be responsible for the construction contract administration services.
- ◆ Adequate staff resources – firm must have adequate staff/office resources to complete design services in a timely manner to allow projects to start and finish on time. Additionally, the firm must provide adequate support during construction contract administration to facilitate the timely review of submittals, to provide review and management of requests for information, change requests and change order cost evaluations.
- ◆ Ability to manage cost and project value – firm must demonstrate the ability and willingness to deliver and support a project that meets the owner’s needs in a cost effective manner that maximizes value and the use of public tax dollars. The firm must be innovative, yet be willing to balance cost, durability, aesthetics, function and the dignity of a public courts facility in a climate of a fixed budget.

SUBMISSION OF INFORMATION

Firms requesting consideration shall submit pertinent information based on this Request for Qualifications. Please provide the following minimum information:

- ◆ Firm name, address and contact information
- ◆ Firm history
- ◆ Principal officers/partners
- ◆ Project staff including lead professional
- ◆ Partner/consulting firm information including the division of services
- ◆ At least three criminal justice project references from the past 5 years for either the principal firm, the consulting/partner firm or both.
- ◆ At least two references that demonstrate the ability to manage cost, function and aesthetics.
- ◆ Additional information concerning your firm may be submitted. Said information may include additional references, brochures, educational information, organizational information, summaries of previous work, etc. This information will assist the research as selections are considered. It is requested that this information be kept brief and concise.
- ◆ Please keep the submittal of all materials to one inch or less in thickness and of standard letter size (8 1/2 x 11).

RFQ DEADLINE

Deadline for this request is **Thursday, October 6, 2005 at 4:00 p.m.** Submittals must be received at the office of the Scott County Purchasing Division at the aforementioned time and date. Submissions received after this time will not receive consideration.

DELIVERY INSTRUCTIONS

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

SCOTT COUNTY PURCHASING DIVISION
SCOTT COUNTY ADMINISTRATIVE CENTER
REF: PROJECT# FSS0509-02
428 WESTERN AVENUE
DAVENPORT, IOWA 52801-1004

Faxed submittals of ten (10) pages or less will be accepted. Fax number is (563)326-8246. Voice verification of receipt for either mailed, parceled or faxed submissions may be made at (563) 326-8793.