



## **REQUEST FOR QUALIFICATIONS – Architectural Services**

### **Scott County Courthouse Renovations – Juvenile Court Services**

**SCOTT COUNTY, IOWA.**

**PROJECT #FSS0904-01**

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 and engineering design services for renovation of existing space within the Courthouse/Jail complex. This project will renovate approximately 6000 gross square feet for the Seventh Judicial District, Office of Juvenile Court Services. 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.

Since the development of the Master Plan, the Scott County Jail Renovation and Expansion has been completed. That project expanded the jail facility and created a common entrance for both the Jail and Courthouse. During the development of that project, approximately 6000 square feet of space in one wing of the 1983 Jail building remained available for other uses. As part of the Jail project a connection from the 3<sup>rd</sup> floor Courthouse lobby was made to that 6000 square feet of space allowing for future courthouse office uses. The intent of this project is to develop that space utilizing the existing connection.

The space in question will require extensive demolition and roof work to prepare the space. Architectural planning services will be required to address those aspects of the project. The space is surrounded by spaces in use by the jail and courthouse. Architectural planning services will address the logistics of completing the project with minimal or no disruption to surrounding activities. Said logistical planning will also necessitate consideration for the integrity

of the security of the current operation jail facility.

The proposed Juvenile Court Services spaces are traditional office use with little or no special construction or features. All utilities for the space will be provided from the Jail Building. Some provisions for those utilities are already in place, however additional engineering planning will be required to provide mechanical and electrical services to the space.

Funding for this project is available beginning July 1, 2009. The deadline for total project completion is February 1, 2011. **This is a very firm deadline** due to the expiration of a lease for the currently occupied space.

### 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 small group of finalist firms. Those firms would then have the opportunity to meet with the selection team in an interview process. That interview process would then become the basis for the final selection. 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 (see separate construction contract administration item below).
- ◆ 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.
- ◆ Construction contract administration expertise – firm must outline a proven

methodology for construction contract administration and demonstrate their ability to provide a high level of organization and responsiveness during the construction phase of the project.

### 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;
- ◆ Information that addresses the selection criteria;
- ◆ 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). Please double side your documents in an effort to promote sustainability and conservation of resources.

### RFQ DEADLINE

Deadline for this request is **Thursday, April 23, 2009 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  
600 West Fourth Street  
DAVENPORT, IOWA 52801-1004

Faxed submittals of thirty (30) pages or less will be accepted. Fax number is (563)328-3245. Voice verification of receipt for either mailed, parceled or faxed submissions may be made at

(563) 328-3241. E-mailed submission will be accepted (PDF documents only, please) at [tspeidel@scottcountyowa.com](mailto:tspeidel@scottcountyowa.com) .

#### RFQ QUESTIONS/POINT OF CONTACT

Questions regarding this solicitation or the project may be directed to Tammy Speidel at [tspeidel@scottcountyowa.com](mailto:tspeidel@scottcountyowa.com) . Please allow at least 2 working days for response. Questions or comments received after Monday, April 20, 2009 will not be addressed prior to the RFQ deadline.