

Scott County Facility and Support Services Department  
Purchasing Division  
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E-Mail: [purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com)

**REQUEST FOR QUOTATION**

**Scott County Requisition No. 19067**

**Bidders need to complete and submit this form.**

<b>Submission Date: 10/4/2013</b>	<b>No Later Than:2:00pm</b>
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Qty	Description
	Project #FSS 13-0802
	Scott County is requesting Proposals for
	Architectural Services
	Scope of work is attached, which includes background information, project timeline and requirements
	Delivery Included
	price quotation good for 60 days
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, <a href="http://www.scottcountyiowa.com/fss/purchasing.php">www.scottcountyiowa.com/fss/purchasing.php</a>

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:  
(Scott County Use Only)

\_\_\_\_\_  
Name

Date: 9/06/2013  
Time: 10:30am

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**PLEASE NOTE:**  
Bidders **must** provide an estimated delivery date in their bid response!

Company Contact Information:	Phone:
	E-Mail:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”



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

### **Scott County Sheriff's Patrol Headquarters Project**

**SCOTT COUNTY, IOWA.**

**PROJECT #FSS1308-02**

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 and engineering design services for the Scott County Sheriff's Patrol Headquarters Office. 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.

#### **1.0 BACKGROUND INFORMATION**

In 2012, the Scott County Board of Supervisors commissioned a study to look at facility space issues. The resulting report, The Scott County Master Space Plan (Wold Architects and Engineers, Palatine, IL) put forth a plan to provide spaces to meet high priority space needs into the future. Said plan called for a new Sheriff's Patrol Headquarters Building located at an undetermined location. Meeting that space requirement is the primary goal of this solicitation.

The proposed space in question will require the selection of a site and development of a suitable facility to meet the needs of the Sheriff's Patrol function. Architectural planning services will be required to address those aspects of the project. The space location is unknown at this point and the evaluation, selection and procurement of a suitable site will be part of this project. In addition to site criteria that would support the physical requirements for the Patrol Headquarters, the consideration for location, proximity to the Sheriff's primary service areas and access to transportation corridors will be critical.

The proposed spaces for this project are for law enforcement use and will feature some special construction features, including but not limited to evidence storage and processing, armory storage, interface with mobile law enforcement systems, hazardous materials storage (for drug and chemical evidence storage), vehicle storage and vehicle maintenance.

Engineering planning will be required to provide all design disciplines required for the development of the project and the finalized project scope, including but not limited to: civil, structural, mechanical, electrical, special systems, landscaping, sustainability, etc.

## 2.0 SCOPE OF SERVICES

Selected firm will provide full-service architectural and engineering work to deliver a completed building construction project. Tasks include but are not limited to:

- A. Detailed architectural planning to determine needs and in support of the preparation of an architectural programming document;
  - a. Interview potential building occupants;
  - b. Identify and quantify space needs;
  - c. Resolve and prioritize space needs and wants to meet project and budget constraints;
  - d. Develop an itemized space program document that quantifies and describes all building space requirements and features;
  - e. Develop site selection criteria based on owner's needs, building suitability factors, land availability and other factors to be determined;
- B. Architectural services for the following phases:
  - a. Conceptual design
  - b. Schematic design
  - c. Site Selection – assist owner in the application of site selection criteria in evaluating available building sites;
  - d. Design development
  - e. Construction document preparation
- C. Engineering services in support of design, including but not limited to:
  - a. Civil/site
  - b. Structural
  - c. Mechanical
  - d. Electrical
- D. Construction Contract Administration including but not limited to:
  - a. Design intent interpretation
  - b. Change order administration
  - c. Submittal administration
  - d. Pay application and lien waiver administration;
  - e. Inspection of work, attendance at progress meetings;
  - f. Generation of punch lists, corrective work notices, etc.
  - g. Serve as owner's representative and protecting owner's interests;
  - h. Other tasks typically associated with the architectural administration of construction work;
- E. Sustainability
  - a. Determine sustainability goals for the project by consulting with owner and building occupants; we expect this facility would achieve a minimum of a LEED Silver certification;
  - b. Ensure that design process supports the achievement of stated goals;
  - c. Provide guidance and information throughout all phases of the project in support of stated sustainability goals;
- F. Landscaping
  - a. Determine site finish and landscaping goals of the owner;
  - b. Provide design services to ensure a finished site including landscaping features;
  - c. Sustainable landscaping design in support of sustainability goals;
  - d. Provide landscape architecture consulting services as warranted by the size and scope of landscape design;

- G. Support of FFE process
  - a. Provide support to owner during the process of acquiring equipment for the new spaces;
  - b. Provide basic equipment design as necessary to layout spaces;
  - c. Work with outside furniture designer (by owner) to ensure accuracy of spaces and efficiency of layout based on selected furniture systems and types;
  - d. Provide electronic, editable base floor plans (in .dwg or .dxf formats) for use by owner's FFE consultants (furniture designers, etc.)
- H. Value Management
  - a. Design firm shall demonstrate value management ideals throughout the design and construction process;
  - b. Offer design alternatives and work with owner to evaluate and chose amongst alternatives;
- I. Cost Estimation
  - a. Firm shall provide project cost estimates at several project milestones, including pre-architectural, conceptual and construction documents;
  - b. Firm shall evaluate proposals for additional work throughout to protect owner from undue expenses and change orders costs..
- J. Facilitation of meetings to accomplish above tasks;
- K. Preparation of meeting agendas, minutes and action items for meetings in support of above tasks;

### 3.0 PROJECT BUDGET

The current, established, funded budget for this project is \$4.1M. Please note: indicated budget is all inclusive project budget and must fund all aspects of a completed project, including but not limited to: design, construction, site prep, FFE, close-out, etc. The budget is established as a "not-to-exceed" figure for budget and funding only. Every effort will be made to contain costs and deliver the project under budget.

All proposals and design services shall endeavor to deliver the project within this established budget. Successful design firm is expected to work within the established budget. If the goals of the project are not achievable within the established budget, the design firm shall work with the owner to amend the budget appropriately or to adjust the scope of the project to meet the budget. Additional funding may require delays to project completion.

Design firm shall provide value management in all project phases to ensure that the goals of the project are met while minimizing capital expenditures.

### 4.0 PROJECT TIMELINE

The tentative project timeline is given below for reference. Please note that plans and funding may change and therefore this timeline is subject to change at the discretion of the Scott County Board of Supervisors. By making submission to this solicitation, submitters acknowledge the tentative timeline and agree to provide work effort and product to meet or exceed the timeline. If a submitter takes any exception to the tentative timeline or proposes changes to the timeline (for any reason), said proposed exception or change must be CLEARLY articulated in the submission document.

<b>Phase / Task / Activity</b>	<b>Start</b>	<b>Finish</b>
Pre-architectural (space programming, site selection, logistics, budgeting)	December 2013	April 2014
Architectural design (schematic, design development, construction docs)	March 2014	December 2014
Bidding and Approval	January 2015	March 2015
Construction	March 2015	May 2016
Project Closeout	May 2016	June 2016

## 5.0 SELECTION PROCESS

The project team intends to, through the review of qualifications, experience and expertise evaluate all submissions. The goal of the process is to select one firm to negotiate and enter into a contract for services. The selection process may include a request for either an “in-person” or “telephone” interview to aid in the selection process. If used, that interview process along with the responses to this solicitation would then become the basis for the final selection. All decisions and selections of the Scott County Board of Supervisors, the Scott County Sheriff’s Office and the selection team are final and are not subject to appeal.

The Scott County Board of Supervisors reserves the right to disqualify any submission deemed to be unresponsive or that fails to meet the requirements of this solicitation.

## 6.0 INAPPROPRIATE CONTACT PROHIBITED

Please do not attempt to contact any staff or officials of Scott County outside of this RFQ selection process. Any attempt to circumvent or influence the selection outside this solicitation process, whether intentional or incidental will be considered as grounds for disqualification of the submission.

Due to the large number of interested firms for this project we are unable to grant individual meetings or phone interviews for all interested parties.

## 7.0 SELECTION CRITERIA

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

- A. Local presence – selected firm must have an established, operational architectural services office within 200 miles of the project location for at least 24 months prior to the award of contract.
- B. Urban and Governmental Planning 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 responding firm shall be the “lead” professional, shall be the contract holder with Scott County and shall be responsible for the construction contract administration services. Planning and design of comparable law enforcement facilities is highly desired.

- C. Site evaluation and selection experience – firm must have a demonstrated ability in the evaluation and selection of project sites in a competitive real estate environment. Firm must provide leadership in the development of site selection criteria and the application of said criteria in evaluating potential parcels of land.
- D. 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).
- E. 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, and function to deliver a quality facility in a climate of a “not-to-exceed” budget with limited resources and a desire to deliver a project under budget.
- F. 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.
- G. Past performance on Scott County projects – firms with past performance history will be considered on the basis of that performance in addition to the above expertise factors.
- H. Fee range – while the goal of the selection is to hire the most qualified firm and not to base this selection on cost, Scott County reserves the right to consider the proposed fee range in making a selection between firms with relatively equal qualifications in other areas.

**RFP Responses must address each of the selection criteria listed above and the minimum information requirements listed below in a clear and concise language. Vague or inconclusive responses that do not directly address the selection criteria and/or the required minimum information listed below will be considered non-responsive and disqualified.**

#### 8.0 SUBMISSION OF INFORMATION

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

- A. Firm name, address and contact information;
- B. Firm history;
- C. Principal officers/partners;
- D. Proposed project staff including lead professional;
- E. Partner/consulting firm information including the division of services;
- F. Information and content that clearly addresses the selection criteria outlined above;
- G. Stated understanding of the scope of the proposed project and the industry standard normal and customary work effort and steps necessary to meet the County goals regarding the project;

- H. Acknowledgement of the tentative project timeline and clearly stated exceptions or proposed timeline changes;
- I. Estimated fee percentage (based on total **construction-only** costs). This may be expressed in a range of no more than 1% (example: 6-7%, etc.). Scott County acknowledges that the final fee percentage is subject to some negotiation as the project scope is better defined;
- J. Acknowledgement that the final fee for professional services will be negotiated based on the submitted fee range and the final contract arrangement shall be a fixed fee contract;
- K. At least three similar project references from the past 5 years for the principal firm and the consulting/partner firm if a joint proposal;
- L. At least two references that demonstrate the ability to manage cost, function and aesthetics;
- M. 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;

All submissions must be made in electronic PDF format. Native PDF documents are highly preferred over scanned images. All parts of the submission should be combined together (if possible) into one document with an accurate, logical and organized index.

#### 8.0 RFQ DEADLINE

Deadline for this request is **Friday, October 4, 2013 at 2:00 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 or at an incorrect location (e-mail) will not receive consideration. Scott County is not responsible for electronic delivery delays of any kind.

#### 9.0 DELIVERY INSTRUCTIONS

RFQ submissions must be delivered in PDF format via electronic mail prior to the aforementioned deadline to the following e-mail account:

[purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com)

Subject Line: PROJECT# FSS1308-02 Patrol HQ

Verification of receipt may be made to the purchasing office at [purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com) or 563-326-8793. Please note that office hours conclude at 4:30pm sharp! Delivery and verification should be made well in advance of the deadline to avoid late delivery. Late submissions will NOT be considered.

#### 10.0 RFQ QUESTIONS/POINT OF CONTACT

Questions regarding this solicitation or the project may be directed to Tammy Speidel / Dave Donovan at [Tammy.Speidel@scottcountyiowa.com](mailto:Tammy.Speidel@scottcountyiowa.com) / [david.donovan@scottcountyiowa.com](mailto:david.donovan@scottcountyiowa.com) . Please allow at least 4 working days for response. Questions or comments received after Monday, September 23, 2013 will not be addressed prior to the RFQ deadline.

An RFP Conference to answer questions submitted prior to the above deadline and to clarify the RFP and selection processes will be held on September 26, 2013 at 1:30pm in the Scott County Boardroom, 600 W. 4<sup>th</sup> St., Davenport, IA on the first floor. (In addition, written answers to submitted questions will be available on the Scott County website beginning on Monday, September 30, 2013. This RFP, any subsequent addendums and answers to questions shall be posted at: [www.scottcountyiowa.com/fss/bids.php](http://www.scottcountyiowa.com/fss/bids.php) .)

#### 11.0 DISPUTE RESOLUTION / LEGAL HOME

Although it is the policy and practice of Scott County to maintain positive relationships with all vendors doing business with the County, sometimes disputes do arise. Scott County intends to do everything possible to satisfactorily resolve disputes before they escalate or harm the contractual relationship.

The Design Professional agrees to submit to the use of alternative dispute resolution (ADR) to resolve any disputes with the owner prior to the filing of litigation or threatened litigious actions. Mediators or other ADR professionals shall be selected via mutual agreement.

Further, the design professional agrees that, should ADR fail to reach a final resolution that any litigation regarding this project between owner and design professional shall be contested in the State of Iowa and initiated in the County of Scott.