

Request for Qualifications (RFQ)
Architectural Design Services



Beaufort County Jail and Sheriff's Office

Jim Chrisman, Assistant County Manager/Finance Officer
Beaufort County Government
Beaufort County Manager's Office
121 W. 3rd Street
Washington, NC 27889

October 3, 2013

I. Introduction:

Beaufort County is soliciting qualifications statements for full service architectural / jail design services associated with a proposed new law enforcement and detention center for the county. Currently, Beaufort County's main jail is experiencing periods of overcrowding. The county plans to replace this old facility with a new jail of approximately 250 beds with core space for approximately 350 inmates. There will also be a Sheriff's Office and 911 Communications Center that will be approximately 25,000 square feet attached. The facility will be located on county-owned property.

Beaufort County reserves the right to reject any and all submittals.

Statements of Qualifications shall be mailed or delivered no later than **4:00 p.m. on Monday, December 9, 2013** to:

"RFQ A&E Services Beaufort County Detention Center"
Attn: Jim Chrisman, Assistant County Manager/ Chief Financial Officer
Beaufort County Government
Beaufort County Manager's Office
121 W. 3rd Street
Washington, NC 27889

Eight (8) copies shall be submitted. Each copy should contain no more than 40 pages with the font no smaller than Arial Narrow 11.

Firms shall submit a Statement of Qualifications of both the firm and person(s) directly responsible for the work, including a list of similar projects completed in North Carolina by this firm and by said responsible person(s).

II. Selection Process

The deadline for receipt of Qualifications Statements is **4:00 p.m. on Monday, December 9, 2013**. Beaufort County will review all submitted qualifications packages that comply with the requirements contained within this document. The criteria by which the packages will be evaluated include:

1. Firm's understanding of the project objectives.
2. Firm's recommended approach to the project.
3. Qualifications of principal(s) to perform the work and the level of involvement in the project.
4. Firm's knowledge and demonstrated experience specifically with county jail and law enforcement facility design, construction, and operations planning.
5. Firm's ability to provide turnkey, comprehensive solutions.

Depending on the number of packages received, the county may choose a single firm from the information submitted; or, several firms may be selected to a "short list" and invited to make an oral presentation, at the county's sole discretion. Professional services fees are not to be submitted at this time and will be negotiated with the firm deemed most responsive. If an acceptable fee cannot be negotiated, the second ranked team will be contacted.

III. Contents

Qualifications shall be submitted on 8½ x 11" paper printed double-sided, side bound with a Table of Contents and reference tabs for key sections. Eight (8) bound copies must be submitted.

Qualifications statements shall include:

1. Firm name, address, telephone number, fax number, email address, and contact person(s).
2. Brief history of the firm to include current size/staff, years in business, and organizational chart of proposed team.
3. Names and resumes of all personnel who will be assigned to this project. Names of key personnel who will be available to work on the project. List the following team members, at a minimum:
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Site/Civil Engineer
 - d. Structural Engineer
 - e. Mechanical/Electrical/Plumbing/Fire Protection Engineer
 - f. Security Systems Designer
 - g. Food Service Designer
4. List specialty consultants (if any), and identify their location and background.
5. Understanding of the scope of work.
6. Approach to the design process.
7. Unique qualifications or work methodology.
8. Experience in jail and law enforcement facility designs of similar sized facilities, and experience with transition and operational planning.
9. List any projects where LEED (Leadership in Energy and Environmental Design) Certification was pursued. Identify the Certification level pursued (Certified, Silver, Gold, or Platinum) and the Certification level finally achieved by each project.
10. List any current or pending legal proceedings (litigation, mediation, or court action) filed by an owner or contractor against your firm in the last five years. List any failure to complete a contract for services and state reason.
11. Answers to the Questionnaire listed as Attachment "A" to this packet.

Questions regarding this Request for Qualifications should be directed to Mr. Jim Chrisman, Assistant County Manager/ Chief Financial Officer at (252) 946-0079 during normal business hours. Contact with any county official other than Mr. Chrisman during the RFQ process is potential grounds for disqualification.

END OF RFQ

Attachment “A”

Questionnaire

Respondents are required to provide responses to the following questions. Each question is to be listed in italics, followed by the response in normal type style.

1. *What are five major issues to be addressed in the development of a detention facility?*
2. *Provide an overview of your team's philosophy in the construction of a major public building.*
3. *Describe how environmental friendly and energy efficient features were incorporated into the four (4) most similar projects listed in your response.*
4. *Describe the team's approach to maintenance considerations during the design and construction phases of a project.*
5. *Explain the firm's procedures for document quality control and coordination of the various trades in the review of design documents and specifications. Also, explain the same coordination of trades in the GMP Development and Construction Phase.*
6. *Explain the management tools, techniques and procedures the firm uses to monitor and maintain the construction phase schedule.*
7. *Describe your approach to the collaboration with the County and the Design Team relative to project design and materials/systems research that will assure the functional, aesthetic, and quality requirements are satisfactorily addressed for this project.*
8. *Describe your team's commitment to the success of this project and why you believe your assembled team is the best choice for this project.*
9. *Describe your value engineering process.*