



REQUEST FOR QUALIFICATIONS

PLANNING, DESIGN AND CONSTRUCTION ARCHITECTURAL SERVICES FOR THE NEW COUNTY DETENTION CENTER

MIAMI COUNTY DETENTION CENTER

118 S. Pearl

Paola, Kansas 66071

RESPONSE DEADLINE:

April 18, 2014 at 2:00pm CDT

ISSUED BY:

Board of Miami County Commissioners

201 S. Pearl, Suite 200

Paola, Kansas 66071

INTENT

The purpose of this document is to solicit qualifications from qualified firms interested in assisting Miami County by providing certain planning, design, and construction architectural services for a new county detention center and renovations and/or expansion of the law enforcement center. Responses submitted by architectural firms will be given consideration for subsequent selection interviews.

BACKGROUND INFORMATION

Miami County currently has a population of approximately 33,000 citizens. Paola is the county seat. The Miami County Board of County Commissioners (BOCC) is responsible for maintaining an adequate jail facility, while the Sheriff is charged with the operations. The Board of County Commissioners and sheriff appointed a 20 member Jail Task Force Committee, in an advisory capacity, to make recommendations for jail facility improvements. Said committee concluded, a new detention facility was needed.

The Sheriff's Office and jail were constructed in 1967. The jail facility originally consisted of a main jail with 42 beds and office space for the Sheriff, four deputies and one jailer. The jail is now capable of holding 20 inmates due to increased safety standards. The five year daily peak jail population has been as low as 14 and as high as 56. Currently the Sheriff boards upwards of 20 inmates, per day, in other counties because of the limitations of the present facility. Staffing for the Sheriff's Office in 2014 is 45 full time employees, eight part-time employees, and six reserve deputies.

A Jail Planning Study was completed in 2006, by Shaughnessy, Fickel & Scott Architects, with the assistance of the Facility Group. In addition, Goldberg, Sullivan & McCrerey Architects completed Jail Assessment in 2010 followed by a Treanor Architects study in 2011 assessing the potential renovation of the existing jail.

A site has not been selected at this time for the new jail. The selected architectural firm will likely assist Miami County in selecting a site and procuring the necessary zoning entitlement to construct and operate a detention facility.

It is expected that the planning phase shall include an evaluation of constructing a new detention facility at or near the existing site and building at a greenfield site to facilitate the concept of creating a campus setting to accommodate growth over the next 20+ years.

County residents passed a ¼-cent sales tax in April 2013 to fund the creation of a new detention center and all things related thereto. The Board of County Commissioners announced the potential location of the site, 311th Street and Hedge Lane in Paola. The announcement was met with opposition by some members of the public. The Board of County Commissioners re-opened consideration of the site and held public hearings to receive comments from the public. The hearings resulted in divided public support for locations in Osawatomie's northland development, at the junction of K-68 and US 169 Highways, and the present location of the jail in downtown Paola.

SCOPE OF THE PROPOSED PROJECT

The purpose of this request for qualifications (RFQ) is to select an architectural/ engineering firm to work in conjunction with a construction manager at risk (CMR) for this project. Qualification statements will include the engineering and/or other services not readily available directly from the lead firm required to accomplish the total project. The CMR will be selected by the Miami County Board of County Commissioners via a separate RFQ process.

The project will include the creation of an attractive 80 to 90 bed, indirect supervision jail facility with room to expand to 120 - 150 beds, with adequate work release space, to be compatible with existing structures on the selected site. The new detention facility must meet all appropriate design codes established by the local jurisdiction and current jail standards. The firm will lead/assist with gaining the appropriate zoning classification to facilitate the construction of the detention center at the site selected by the Board of County Commissioners. The project also includes the remodeling of the current law enforcement center if it is not fully incorporated into a new detention facility at the present site.

It is anticipated that this project will be accomplished in phases with each phase requiring a separate work order authorization from the Board of County Commissioners.

Phase I—Preliminary planning-concept design and securing necessary zoning classification.

Phase II—Design and bid solicitation.

Phase III—Construction.

Phase I Scope:

- Assist in selecting a site for the jail facility.
- Preliminary concept design for the jail with drawings suitable for study and approval of the Board of County Commissioners and for informing the public.
- If needed, dependent upon site selection, an evaluation of the existing space at the current law enforcement center and an evaluation of the space that will be vacated by the construction of a new jail facility along with recommendations for remodeling or new construction. Drawings of the proposed remodeling and/or expansion are required for study and approval by the Board of County Commissioners and for informing the public.
- Evaluate and recommend needed improvements for moving prisoners within the courthouse and holding those awaiting court actions.
- Prepare architect estimate of probable cost for each of the tasks outlined above.

Phase II Scope: (Under separate authorization)

- If approved by the Board of County Commissioners, prepare contract drawings and specifications for public bids to accomplish the work identified in Phase I.
- Bidding phase services.

Phase III Scope: (Under separate authorization)

- Construction phase services including shop drawing review and approval and occasional site visits.
- Miami County may obtain separate and additional construction phase services by separate contract with another firm.

For proper accounting, it will be necessary that all architectural and engineering services and costs be identified for the Board of County Commissioners according to project component. Time and cost records will be required for audit purposes.

INSTRUCTIONS TO OFFERORS

1. GENERAL

Contracting Agency: Miami County, Kansas, Board of County Commissioners

Contact: Shane Krull, County Administrator

Address: 201 S. Pearl, Suite 200, Paola, KS 66071

Phone: (913) 294-9500

Email: skrull@miamicountyks.org

Interview Committee: Board of County Commissioners

Funding: Board of County Commissioners intends to fund the project via public building commission bonds funded by a dedicated local ¼-cent sales tax.

2. SUBMISSION

Proposals must be received by April 18, 2014 at 2:00pm CDT. Twenty (20) paper copies and an electronic copy in pdf format must be submitted in an opaque envelope marked "Miami County, Kansas, Board of County Commissioners" & "Detention Facility Improvements A&E Services – Statement of Qualifications." The submission may be delivered via commercial carrier or hand delivered to Shane Krull, County Administrator, Miami County, 201 S. Pearl, Suite 200, Paola, Kansas 66071.

3. INSTRUCTIONS

These instructions to offerors and all parts of the Request for Statements of Qualification are, by this reference, made part of the contract documents for this project. For a Statement of Qualifications (SoQ) to be accepted as responsive, the following items must be included for the lead architect/engineering firm and each required engineering or other firm:

- A) *Transmittal Letter:* A letter introducing the offeror and transmitting the proposal signed by a duly authorized official of the company.
- B) *Organizational Structure:* The legal form of the offeror's business organization, the state in which incorporated, if a corporation and a certificate of good standing.

- C) *Facilities, Resources, and Personnel:* The offeror is required to have been the lead design firm of at least three jail facilities during the last ten (10) years and state its organizational resources, which the offeror considers to be advantageous to the successful completion of the project. Items to be considered include the capabilities and experience of the offeror, identification of the principal participants including resumes, certifications and licenses in the State of Kansas, and office locations. Please include the name, position (including qualification) and phone number of the individual(s) that will be assigned to complete this project. These persons may not be withdrawn from the project or personnel substitutions made without written notification being given to the Board of County Commissioners. Please identify how many projects the architectural/engineering firm currently is obligated to perform and the approximate dollar value of each. Please provide proof of errors and omissions coverage. Please provide an organizational chart for this project.
- D) *References:* Information is required regarding previous work of a similar nature performed by the organization with other governmental units or businesses, if any. This would include a description of the work performed, when the work was performed, the dollar amount of the project, the date, name, address, and telephone number of at least ten (10) clients who may be contacted for further information. Please provide verification that the offeror is not involved in any current litigation or been the subject of arbitration.
- E) *Eligibility Certification:* Complete a certification regarding debarment, eligibility, indictment, convictions and civil judgments. A copy of the certification (Certification A) is included at the end of the request. An executed copy must accompany the proposal.
- F) *Project Approach:* Include in the submittal how the architect would accomplish this project. Identify work tasks with an adequate narrative to describe how the work identified in Phase I will be accomplished. Demonstrate your experience and understanding of working with a construction manager at risk to deliver the detention facility.
- G) *Project Timing:* Include in the submittal a chart or table identifying the amount of time that will be required to accomplish the tasks in Phases I, II and III.

4. INQUIRIES AND ADDENDA

All inquiries concerning this project or the scope of work must be made no later than April 6, 2014 at 3:00pm CDT and should be directed to Shane Krull, County Administrator. Questions must be submitted in writing via e-mail skrull@miamicountyks.org or mail 201 S. Pearl, Suite 200, Paola, Kansas 66071. All questions will receive a written response.

5. EVALUATION

The Board of County Commissioners will evaluate submissions received that conform to the instructions above. The Board of County Commissioners will select three or four preferred firms for oral interviews. Oral interviews will be restricted to a discussion on qualifications presented

and respondents should be prepared to clarify their submissions and answer questions. The Board of County Commissioners will select one firm to enter into negotiations for a contract to design the detention center. The Board of County Commissioners reserves the right to clarify information submitted.

Negotiations will be conducted with only the most qualified offeror with the best responsive and responsible proposal. Failing agreement on price, negotiations with the next most qualified offeror is conducted until a contract award can be made to the most qualified offeror whose price is fair and reasonable to the grantee.

6. REJECTION RIGHTS

The Board of County Commissioners reserves the right to reject any and all submittals for business reasons and reserves the right to resolicit submittals or change the closing date for any such business reason.

7. COST OF PROPOSAL PREPARATION

No reimbursement will be made for any costs incurred prior to a formal notice to proceed under an appropriately executed contract.

CERTIFICATION A

PLANNING, DESIGN AND CONSTRUCTION ARCHITECTURAL SERVICES FOR THE NEW COUNTY DETENTION CENTER



I hereby certify that all statements herein are made on behalf of:

_____ a corporation organized and existing under the laws of the State of _____

_____ a partnership consisting of _____

_____ an individual trading as _____

doing business in the City of _____, State of _____

And that I have full authority to make such statements. The statements are true and correct and I submit this statement of qualifications on behalf of the above identified entity.

I also certify that the above named corporation, partnership, or individual or any person associated therewith in any capacity or position which involves the administration of federal funds is not included on the U.S. Comptroller General's consolidated list of Persons or Firms Currently Debarred for Violations of Various Public Contracts incorporating Labor Standards Provisions; is not currently, or has not been within the last three years, suspended, debarred, voluntarily excluded or determined ineligible by any federal agency; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against (it) by a court of competent jurisdiction in any manner involving fraud or official misconduct within the past three years.

I also certify that the above named corporation, partnership, or individual has not been a party in any collusion among proposers or prospective proposers in restraint of freedom of competition, by agreement to propose a fixed amount or to refrain from proposing, or otherwise.

Signature of Authorized Official Title

Typed Name

State of _____, County of _____

Sworn and subscribed before me this _____ day of _____,

by _____ of _____.

Notary Public

My Appointment Expires