



**FRANKLIN COUNTY, MISSOURI  
REQUEST FOR QUALIFICATIONS  
RFQ NO: 201812**

**ARCHITECTURAL AND ENGINEERING SERVICES**

**PROJECT: Public Safety Facility**

**DUE: Thursday, June 14, 2018 at 2:00 P.M.**

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I. REQUEST FOR QUALIFICATIONS

- A. Franklin County, Missouri proposes to retain a qualified Firm and/or Team to provide Architectural and Engineering Design Services (herein after “Consultant) for the Franklin County Public Safety Facilities Project.
- B. To facilitate the selection of the Consultant for this project, interested firms are invited to submit qualifications for consideration. Your submission should contain, at a minimum, the information requested in Section VI of this Request for Qualifications.
- C. Five (5) copies of the qualifications must be submitted, in sealed envelope, and received by the office listed below no later than 2:00 PM on Thursday, June 14, 2018. A label is supplied for your convenience at the end of this RFQ.

Franklin County Purchasing Department  
400 E. Locust, Rm 004  
Union, MO 63084

- D. A team of Franklin County officials will evaluate the qualifications. A recommended selection will be forwarded to the County Commissioners for their consideration and approval. Negotiation of the Consultant contract is expected to commence directly thereafter.
- E. Franklin County has retained the services of Navigate Building Solutions to serve as the County’s Owner’s Representative. Questions concerning this RFQ may be submitted, by email, to the Franklin County Purchasing Department, purchasing@franklinmo.net, for review and posting of addendums as needed. **Interested firms and all representatives thereof are prohibited from contacting the County Commissioners until after a final selection has been made.**

II. PROJECT DESCRIPTION

On April 3, 2018 Franklin County Citizens overwhelmingly approved Proposition P (see Exhibit E – Prop P Background Information).

In summary, Proposition P was a sales tax initiative for Franklin County, Missouri in the amount of one half of one percent. One quarter cent collected from the tax will be distributed to all municipal police departments and the Franklin County Sheriff’s office. The other quarter cent is being used to expand and upgrade the existing Franklin County Public Safety Facilities located at #1 Bruns Drive, Union MO 63084. Work will include the addition of a new Jail, new 911 Communications Center and a renovation to the existing facility for expanded Sheriff operations. (See Exhibit C – Schematic Plan and Cost Estimate).

The proposed construction budget is \$25,719,350.

### III. SCOPE OF SERVICES

#### A. **DESIGN SERVICES**

1. Services to be included in the Consultant's agreement will include:

- Architectural and Interior Design
- Mechanical Engineering
- Plumbing Engineering
- Electrical Engineering
- Fire Protection Engineering
- Structural Engineering
- Civil Engineering
- Low Voltage Design
  - Audio Visual Systems
  - Telecom and Data Systems and Backbone (will require coordination with County Vendors)
  - Security (Access, Monitoring, Detention)
  - 911/Communications Systems (will require coordination with County Vendors)
- Landscape and Irrigation Design
- Furniture Inventory, Planning, Selection, Estimating and Procurement
- Signage Design

2. Not Required:

- Re Zoning
- LEED Certification (However the involvement of a LEED Accredited Professional on your team will be viewed positively)
- Environmental Abatement
- Traffic Studies

3. County will provide:

- Site Survey
- Geotechnical Services

### IV. CONTRACT FORMAT

A. See Exhibit I – 2018 AE Draft Contract

### V. SELECTION PROCESS

A. Franklin County intends to award the contract to the most qualified Consultant which best demonstrates the commitment and application of experience, resources and methods to the unique project requirements.

- B. Your written response to this RFQ will be used to evaluate your firm's or team's qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project. If deemed necessary, a short list of firms or teams may be selected for follow-up interviews.
  
- C. At each stage of the process, Franklin County will consider any number of individual factors weighing on each firm or team's qualifications. These considerations will include but are not limited to:
  - 1. Consultants Public Safety Expertise.
  - 2. Public Safety Expertise of proposed staff.
  - 3. Availability of Staff.
  - 4. Your commitment to meet the schedule requirements.
  - 5. Your approach regarding the application of the Essential Facility Code Requirements for the renovated building.
  - 6. How well your project approach appears to integrate with Franklin County's specific needs.
  - 7. References.
  
- D. Selection Schedule
 

1. RFQ Issuance	5/30/18
2. Submit questions	6/6/18
3. Post addendum	6/8/18
4. Receipt of Responses	6/14/18
5. Shortlist Notification	6/20/18
6. Interviews	6/26/18
7. Commission Award	7/03/18

**VI. STATEMENT OF QUALIFICATIONS**

Responses to this RFQ should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked "Supplemental Information". Please provide:

- A. Brief history and general overview of your company.
  
- B. Introduction of any and all sub-consultants required for the completion of this assignment.
  
- C. Organizational Chart and resumes describing the experience and capabilities of key personnel involved.
  
- D. A list of related Project Experience designing detention centers, communication/911 facilities and law enforcement facility renovations completed in the last 15 Years by the lead firm. Please provide a similar list for each sub-consultant. List the project,

client, client contact information, date completed, and description of project/services completed and who from your proposed project team was involved.

- E. Provide a narrative describing your overall approach and project management plan.

Include in this approach, your acknowledgement of the following Bidding Strategy:

1. The project will be bid to Multiple Prime Contractors to be managed by Navigate Building Solutions. These will include: Preliminary Site Work/Demolition; Detention; Mechanical, Electrical, Plumbing, Fire Protection, General Trades, Furniture and possibly 3<sup>rd</sup> Party Material Testing. Navigate will prepare, for inclusion in the single set of bid documents provided by the design team, specific bid package scope of work descriptions.
2. All work will be publicly bid in accordance with Missouri State Statutes/Franklin County Procedures.
3. All work (excluding furniture which will be bid separately and at a later date) will be bid during one bid event unless it is deemed beneficial for the county to issue early bid packages (possible for detention equipment, preliminary site work/demo, etc.)

- F. Provide a narrative describing your specific approach to determining if and what impact the Essential Facility Code Requirements may have on the renovation to the existing building as planned.

It is anticipated that the new facilities will be designed in accordance with the IBC 2018 Code Requirements which the City of Union ("City") plans to adopt in 2019. If you determine there is a benefit to the County to permit the renovation scope of work under the IBC 2009 code, permits will need to be applied for from the City prior to December 15, 2018. If the application for the renovation only is submitted prior to that date the City will review the plans under the IBC 2009 Code. In your narrative, please specifically state your opinion of whether or not there are any substantial financial benefits in doing this.

- G. The timely completion of this project is extremely important to the County. Please provide a detailed schedule for the completion of services based upon Consultant Selection/Commission Award on 7/3/2018.

Clearly define, at a minimum, the following Milestones:

1. Schematic Design Submission (include a three week estimating and value engineering duration in your schedule at this milestone).
2. Preliminary structural and MEP Essential Facility approach/submission (for the existing building) for City review. Please note the City has indicated that they would provide their opinion and approval of this preliminary review within two weeks. It is anticipated that this will occur prior to the Schematic Design Submission.

3. 100% Bid Documents for all phases of the project (New Jail, Communications/911 Addition and Sheriff Station Renovations.
4. Any Owner activities that could impact this schedule and associated milestones.

Indicate your firm's ability to provide the Renovation Permit set by December 15, 2018 if deemed beneficial to the County. Please identify any Owner support required to ensure your success with this specific objective.

Please note that Geotechnical (Exhibit F), Survey (Exhibit G) and Environmental services (Exhibit H) are underway and expected to be completed prior to June 15, 2018. Furthermore, evaluations of the existing underground plumbing (sewer camera investigations) should be completed prior to July 3, 2018.

- H. Provide your opinion of the proposed Construction Cost of \$25,719,350.
- I. Provide your opinion of the proposed contract and available Design Fee of \$2,100,000.

#### VII. MISCELLANEOUS INFORMATION

- A. Nothing contained herein will create any contractual relationship between the Owner and the firm submitting qualifications. Statements contained in the response of the successful firm may become part of the agreement for services.
- B. Information received from each firm will become the property of the Owner. Information submitted by the firm cannot be considered confidential.
- C. Owner reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.
- D. The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.
- E. The Owner reserves the right to accept or reject any or all Qualifications and to waive any irregularities.
- F. The Owner is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.
- G. As part of your cover letter, provide name, address, telephone and fax number, and e-mail address of the firm responding to this Request for Qualifications. Please designate a single representative or prime contact through whom the Owner may communicate at the firm.
- H. The selected Firm shall agree to indemnify and defend and hold harmless the Owner, together with its employees, agents, and authorized representatives, from and against any

and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Firm, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of the Contract. Firm's indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.

- I. If selected the Firm shall provide insurance with the coverage stated below:
- Commercial general liability insurance: Including Death and coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of Four Million Dollars (\$4,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
  - Workers compensation insurance: Statutory coverage per R.S.Mo. 287.010 et seq
  - Automobile Liability Insurance: Covering Death, Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of Four Million Dollars (\$4,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
  - Professional liability insurance coverage in the amount of Four Million Dollars (\$4,000,000) for each claim.

All insurance policies shall be primary policies with bona fide insurer maintaining at a minimum an "A" rating. CGL policy shall name Owner and related parties as additional insureds. The policies shall provide that the insurance companies shall notify Owner in writing at least thirty (30) days in advance of the effective date of any modification or termination of the policy. The Firm shall provide Owner, prior to execution of an Agreement and upon its request from time to time, proof of insurance evidencing the coverage above issued by insurance companies authorized to conduct business under the laws of the State of Missouri.

- J. Exhibits: All exhibits are available on the Franklin County Website.
- |              |                                  |
|--------------|----------------------------------|
| 1. Exhibit A | FSCO Base, Arial                 |
| 2. Exhibit B | FSCO Base, Drawing               |
| 3. Exhibit C | Schematic Plan and Cost Estimate |
| 4. Exhibit D | Existing Plans                   |
| 5. Exhibit E | Prop P Background Information    |
| 6. Exhibit F | Geotechnical Contract            |
| 7. Exhibit G | Surveying Contract               |
| 8. Exhibit H | Environment Contract             |
| 9. Exhibit I | 2018 Draft AE Contract           |

# ATTACHMENT 1

## SEALED LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

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### SEALED RFQ RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department  
400 East Locust St, Rm 004  
Union, MO 63084

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**BID # 2018-12    DATE: 6/14/2018**

**DESCRIPTION: Architectural and Engineering  
Services**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_