

Lincoln County Commissioners

104 N. Main Street Suite 110, Canton, SD 57013
Phone - (605) 764-2581
Fax - (605) 764-0134
auditor@lincolncountysd.org

REQUEST FOR PROPOSAL ***Lincoln County Public Safety Center Architectural /*** ***Engineering Services***

Project Location: *Approximately 154 acres*
Response Due Date: *Not later than 1:00 PM on September 8, 2020*

This Request for Proposal (RFP) by The Lincoln County Board of Commissioners serves as official notice of required Architectural / Engineering Services for the new Lincoln County Public Safety Center. A response to this RFP is no guarantee that the firm responding will be awarded a contract to perform services, but only that the responding firm wishes to be considered. Lincoln County Board of Commissioners will use a Construction Manager for the project; questions about this RFP should be submitted in writing to:

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Submittal Requirements:

1. Response to this RFP as outlined herein.
2. One (1) original and seven (7) copies are to be submitted.
3. All submittals are to be delivered to:

Lincoln County Auditor's Office
104 N. Main St. Suite 110
Canton, SD 57013

Pre-selection Information:

1. The submitting firm must be a recognized architectural / engineering firm, properly licensed in the state of South Dakota to provide the services being requested.
2. The contract for design services will be executed between the selected architectural / engineering firm and the Lincoln County Board of Commissioners.
3. The Board of Commissioners reserves the right to reject any or all submittals in response to this RFP.
4. The form of contract to be used is AIA-B132.

Section I: Purpose

The Board of Commissioners of Lincoln County, South Dakota is seeking architectural / engineering services in order to develop a new public safety center. Specifically, the Board is looking for a qualified architectural / engineering firm with expertise in correctional facility, with sub stations for law enforcement and courtrooms design to provide specified services to complete the facility program, develop a conceptual design, and to provide the construction documents and specifications necessary to permit, bid and build the facility. The purpose of this RFP is to solicit information as a response from architectural / engineering firms interested in working on this project.

The Lincoln County Board of Commissioners will evaluate interested firms by reviewing the documents submitted in response to this RFP. All interested firms must complete a full response based on the information requested in this RFP. Based on the information received, the county may interview selected firms prior to making a final decision. The county does hereby reserve the right to modify the selection process based on the information provided in the RFP submittals.

Section 2: Background Information

Lincoln County, located in southeastern South Dakota, was incorporated December 30, 1867. It includes an area of 576 square miles and population of 44,828 at last census. Lincoln County, the fastest growing county in South Dakota, now ranks as the third largest county. The Lincoln County Courthouse has marked the center of Canton, the county seat, for many years. The first Courthouse was erected and donated to Lincoln County in 1875 by the Canton Building and Improvement Association. **The Board of County Commissioners has approved a vote on November 3rd, 2020 for a \$50 million dollar bond offering.**

The Lincoln County Board of Commissioners Construction Manager for the project is considering working under the terms of an AIA-C132 construction management contract. Any services required of the architect for this project will be in accordance with the AIA-B132 contract which is prepared to be used with the AIA- C132. Please see Section 4 of this RFP for a description of the scope of services being requested by this RFP.

Section 3: Current Situation

There is no existing jail in Lincoln County.

A response to this RFP should be based on the following general requirements:

- Peripheral support for a full service 200 bed jail. Final programming and budgeting may require a 20% increase / decrease to this overall bed count. No connection to the existing Sheriff's office building.
- A portion of the jail facility may be left for future buildout and could be included as alternate pricing.
- Consider an expandable wall for potential future addition.
- Consider using modular steel cells vs. hard wall construction.
- Space to accommodate Sheriff's administration area and two courtrooms with limited clerk of court space and limited office space for State's Attorney's office.
- **The anticipated construction start date is Spring 2021.**
- Consideration to be given to space for accommodation of a work release program.
- Space for Jail Chemical Addiction Programs (JCAP).

Section 4: Scope of Services

The Board of Commissioners is expecting the architectural /engineering firm to provide the following services:

1. Perform conceptual design services and development of program information based on the general requirements listed above.
2. Completion of schematic design documents for review and approval by the Board of Commissioners, including any required site drawings.
3. Develop and prepare construction documents, including specifications, for submission for building permit and construction. These drawings shall be completed for bid packages in accordance with the Construction Manager's instruction.
4. Assist where needed in obtaining building and other required permits.
5. Assist Construction Manager as requested in evaluating bids received.
6. Conduct site visits throughout the construction phase and sign off on construction drawings as work is completed.
7. Advise the Board of Commissioners of defects and deficiencies in the construction work on a timely

basis and recommend when work should be rejected by the County.

8. Provide a final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

The above scope of services is intended to be in accordance with the terms of the AIA-B132 contract.

Section 5: Qualification Information required

1. Contact information
 - a. Name of firm
 - b. Complete address
 - c. Contact person and title
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. Email address

2. Provide a General Statement of Qualifications that responds to the Scope of Services information given above. Describe what you perceive to be the critical issues for this project.

3. Brief History of the Firm
 - a. Provide a description of the firm including years in business, total number of employees, type of projects highlighting any specialization, number and location of offices, type of organization (i.e., corporation, partnership, or other) with names of owners/partners/principals, and any other general information.

 - b. Provide an organization chart of the firm.

 - c. Is your firm currently for sale or involved in any transaction to expand or contract or to become acquired by another business entity? If so, explain the impact on the firm and this project both in organizational and directional terms.

4. Personnel
 - a. List the professional and support positions and number of personnel in each position.

 - b. List the names and registration of your firm's principals.

 - c. Has a member of your team had his or her license suspended for any reason?

 - d. Provide resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of three clients with whom the architect has worked on a similar building project.

 - e. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

 - f. Explain any relationship (relative, business associate, financial, or any other kinship) that exists between your firm and any Lincoln County, South Dakota employee or elected official.

5. Representative Projects
 - a. Describe the types of records, reports, monitoring systems, and information management systems which your firm uses in the management of representative projects. Provide examples.

 - b. Submit a list of all jail-related projects your firm currently has in progress and the status of each.

 - c. For your last five jail projects, provide the following:
 - Name of project
 - Client contact

- Size (square feet)
- Owner's total initial budget
- Total project cost with number of change orders and costs of change orders
- Cost per square foot excluding Site Costs and Professional Fees
- Date of bid
- Schedule completion date
- Actual completion date
- Photos

d. List your firm's three best projects and the project personnel, including consultants, for those projects. Explain what made these your best projects.

e. Describe the exceptional features of jail facilities designed by your firm.

f. Explain your firm's jail design expertise.

6. Architectural/Engineering Service

a. Provide information on your current workload and how you would accommodate this project.

b. Describe in detail the process you would follow from schematic approval through approval of the final design.

c. Describe how you plan to ensure continuity of project objectives starting with a design solution, moving through construction documents, and finishing with a constructed project that meets the County's requirements.

d. Describe how you track County input and review comments on your design document submittals to confirm that they have been addressed. Provide examples of reports/logs used for tracking response to and closure on County comments.

e. Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.

f. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.

g. Describe how your firm can add value to this project and the process your firm uses. Include examples of situations from comparable projects where a county realized tangible value.

7. Schedule

a. Describe the project team's approach to scheduling the duration and completion timing of conceptual, schematic and construction documents.

b. Describe how you plan to develop and communicate design, scope, and budget options in a form that will quickly facilitate the County's decision-making process and not impede the ongoing progress of the project.

8. Proposed Fee

Please include in a separate envelope your proposed fee and schedule of potential reimbursable expenses. This should also be addressed to Lincoln County Board of Commissioners.

Section 6: Selection Process

Depending on the quality of responses received, the Board of Commissioners intends to select for interviewing the firms that best meet the criteria. Interviewees will be invited to discuss / explain their qualifications, credentials, and various approaches to the project. There may be discussion at the interview about alternative design concepts as well. The Lincoln County Board of Commissioners reserves the right to reject any and all proposals if it deems that to be in the best interest of Lincoln County. Evaluation criteria will be developed by the designated interview committee for use in evaluating the qualifications of submitters who are invited to be interviewed. Tentatively, interviews will be held on a later date. Please note that upon being interviewed submitters will be asked to provide the following information.

1. Financial & Insurance Information

- a. Provide most recent year-end financial statement and current balance sheet.
- b. Provide bank reference(s).
- c. Is your firm currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- d. Provide the following information related to your General Liability Insurance and your Professional Liability Insurance:
 - Name of Carrier
 - Contact
 - Coverage limits
 - Deductible
- e. Provide a claims history under your professional liability insurance for the past five (5) years against the firm (including previous names), officers, and any proposed project team members.

2. Legal

- a. Answer the following questions about claims and suits regarding jail projects (If yes to any question, provide details):
 - Has your organization ever failed to complete any work?
 - Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers?
 - Has your firm filed any lawsuits or requested arbitration with regards to design contracts within the last five (5) years?
- b. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your firm by any client other than a jail project client or any of the same that the firm has filed.

END OF DOCUMENT, DATED THIS 25TH DAY OF AUGUST, 2020.