

Requests for Proposals for Architectural Services

Lake County is requesting proposals from architecture firms interested, experienced, and knowledgeable in working with public entities in the design and construction of renovation and an expansion of the Lake County Public Safety Building.

The Lake County Commission and the Lake County Public Safety Building Advisory Committee would like to engage a qualified firm to assist with the following:

- Pre-design work (needed programming, space analysis, and plan diagrams) to include various conceptual construction options for the current and future building systems, structural, security, and space needs of the Public Safety Building.
- Development of a master site plan.
- Operational analysis of options to include construction and operational cost estimates associated with various construction options for the current and future building systems, structural, security, and space needs of the Public Safety Building.
- Assistance in the selection of the best value option for Lake County.
- Documentation of the results of the aforementioned work.
- Public awareness campaign services.

The full RFP can be found on the county's website: www.lake.sd.gov. Hard copies are available at the Lake County Sheriff's Office, 200 E. Center Street, Madison, SD.

Interested firms shall submit a statement of qualifications and a proposal for professional services to:

Lake County Sheriff's Office
Attn: Tim Walburg
200 E. Center Street
Madison, SD 57042

All proposals must be submitted in a sealed envelope marked "Public Safety Building Renovation and Expansion Architect RFP." **All proposals must be submitted by or before 5:00 p.m. on Friday, December 2, 2016.**

Lake County reserves the right to reject any and all proposals received as a result of this RFP. Lake County is under no obligation to award a contract as a result of this RFP.

Tim Walburg
Lake County Sheriff

Published twice at the total approximate cost of \$ _____.

REQUEST FOR PROPOSALS (RPF)
For Architectural Services
Lake County, South Dakota

Project Summary:

To address the current and future building systems, structural, security, and space needs of the Lake County Public Safety Building, Lake County is requesting proposals from qualified and licensed individuals/firms interested in performing architectural services for:

- Pre-design work (needed programming, space analysis, and plan diagrams) to include various conceptual construction options for the current and future building systems, structural, security, and space needs of the Public Safety Building.
- Development of a master site plan.
- Operational analysis of options to include construction and operational cost estimates associated with various construction options for the current and future building systems, structural, security, and space needs of the Public Safety Building.
- Assistance in the selection of the best value option for Lake County.
- Documentation of the results of the aforementioned work.
- Public awareness campaign services.

The information developed through this process will be used by the Lake County Board of County Commissioners (Commission) to determine an option for meeting the current and future building systems, structural, security, and space needs of the departments currently housed in the Public Safety Building.

To assist in this process, the Commission has appointed the Lake County Public Safety Building Advisory Committee (Committee). The Committee's basic task is to recommend to the Commission options to resolve building systems, structural, security, and spacing needs. The firm or individual providing architectural services will work with the Committee and the Commission as they provide requested services.

It is anticipated that funding for the construction or renovation of these facilities will require the passage of a bond referendum.

The firm or individual providing architectural services will, at a minimum, provide the following construction options:

- Options that incorporate the current Public Safety Building facility
- Options may involve relocation of other county offices
- Other options

Should a bond referendum pass, the architect selected from this RFP may be retained for some or all of the following design services:

- Schematic design
- Design Development
- Construction Documents
- Bidding
- Construction Administration

Background Information and Expectations

The current Public Safety Building is a multipurpose facility that was constructed in 1976. It currently houses the Sheriff's Office, the Detention Center, an Emergency Operations Center and Training Room, the 911 Communications Center, the Building Maintenance Department, and the State's Attorney's Office. Lake County is looking to renovate the current Public Safety Building facilities to address current building systems, structural, and security needs, and expand the facilities, specifically to include expansion of the jail and additional administrative offices to address spacing needs.

Requirements for Submission of Proposals

12 copies of the proposal must be received at the Lake County Sheriff's Office no later than 5:00 p.m. on Friday, December 2, 2016.

A. The proposal must include the following, but not to exceed 20 pages:

- *Cover Letter*
- *Section 1:* Identify your firm(s) – include name, address, telephone number and name of the person to contact regarding this request. (1 page)
- *Section 2:* Organizational Chart – identify team, disciplines, specific personnel, and role of those who will be assigned to this project. (1 page)
- *Section 3:* Project Approach – describe your approach to this project, including design, bidding, construction administration and close-out services. (2 pages)
- *Section 4:* Firm Capacity – number of full-time licensed architects. Provide resumes and workload of those, listed in Section 2, who will be assigned to this project. (1 page/person)
- *Section 5:* Quality Control – detail your firm's quality control process concerning design, document control and construction administration.
- *Section 6:* Litigation History – detail the litigation history of your firm, in its current or past names, with county clients within the last five years. Include binding arbitration, whether initiated by yourself or clients. Detail if you are a party to any pending litigation or binding arbitration with a client. If so, please list the plaintiff(s), the defendant(s), nature of the complaint(s) and disposition, if determined, or each case.
- *Section 7:* Liability Insurance – include a copy of your current proof of professional liability, or errors and omissions insurance. List any claims on your professional liability

insurance or omissions insurance in the last five years. Include the claimant, the nature of the claim(s) and final disposition of the claim(s) if determined.

- *Section 8: Experience* – list your firm’s and/or team personnel’s recent experience-up to the last five (5) similar projects you were involved with. At a minimum provide project size (jail bed number and project costs), location, date of vote, outcome and owner reference. Include the engineering and/or other services not readily available directly from the lead firm required to accomplish the total project. (1 page/project)
- *Section 9: Qualifications* – describe what it is that makes your firm uniquely qualified to design Lake County’s Public Safety Building facilities.
- *Section 10: Availability* – tell us when your firm will be available to begin work on the project.
- *Section 11: Cost Summary* – provide an estimate of the number of hours, cost per hour of key personnel, and a final cost for the proposed work described in the Project Summary. Note that this request for proposals is not a bid and the lowest cost estimate will not necessarily be selected. However, it is a consideration in the overall ranking of the proposals that are received.

B. Proposals should be submitted in a sealed envelope, marked “Public Safety Building Renovation and Expansion Architect RFP” and addressed to:

Lake County Sheriff’s Office
Attn: Tim Walburg
200 E. Center Street
Madison, SD 57042

C. Submittals **MUST** contain a manual signature of an authorized representative of the proposing firm.

D. Questions concerning the request for proposals or the selection process, or requests to view the present facility should be directed to Sheriff Tim Walburg who can be reached at 605-256-7615 or tim.walburg@lakecountysd.com.

E. Submittals received prior to the time of opening will be secured unopened. The Committee will open all submittals on or after the specified time. **No** submittal received after the scheduled receipt time will be accepted.

F. The Committee will **not** be responsible for the premature opening of a submittal not properly addressed and marked on the outside of the envelope.

G. Submittals received after the scheduled time will be marked “TOO LATE” and will be returned unopened to the vendor.

H. The Committee will review the submittals and may invite some or all firms to make an oral presentation to the Committee and/or the Commission at a future date.

I. The Committee will recommend a firm/individual to the Commission.

Terms and Conditions

- A. The Commission reserves the right to recommend or reject any submittal in the best interest of Lake County.
- B. The Commission reserves the right to recommend the award of the contract to the next most qualified firm, if the successful firm does not begin the contracted services within the prescribed thirty (30) days.
- C. In the event that a contract cannot be negotiated with the first firm, the Commission reserves the right to negotiate with the next qualified firm(s), as recommended by the Committee, until a contract can be reached.
- D. The Commission reserves the right to waive irregularities in the RFP responses in order to ensure obtaining the most qualified services.
- E. The successful firm shall not discriminate against any person in accordance with federal, state, or local laws.

Selection Criteria

The following criteria will be used for selection (criteria 1 to 4) are generally based on SDCL 5-18D-18):

1. Project approach and understanding of the requirements of this project as evidenced by the proposal content and familiarity with Lake County's unique situation.
2. Experience and qualifications of the firm and individuals that would be available and assigned to the project.
3. The firms' record of past performance, including price and cost data from previous projects, demonstrated technical competence, quality of work, ability to meet schedules, cost control (despite special project constraints), and contract administration.
4. Proposed project management techniques, as demonstrated by the proposed approach and methodology to meet the project requirements.
5. Estimate cost to perform the work.

The selected individual/firm will be expected to enter into a formal contract with Lake County for the provision of the architectural services. The final contract will be determined through negotiations between Lake County and the selected individual/firm using the proposal submitted as the basis for negotiations.