



**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL/ENGINEERING SERVICES  
CHURCHILL COUNTY DETENTION CENTER CONSTRUCTION PROJECT  
PWP NO. CH 2015173**

**1. INTRODUCTION**

The County of Churchill invites sealed Statements of Qualifications from qualified, fully licensed and insured Architectural Firms teamed with or including the qualified, licensed and insured Engineering and Design firms necessary to provide Design and Construction Administration Services for:

**Churchill County Detention Center Construction Project  
PWP No. CH 2015173**

The Owner shall negotiate a single contract with the successful Architectural Firm who shall act as the Lead for the Design Team. All other Engineering and Specialty Design required to complete A/E services as outlined in this RFQ shall be performed in-house or contracted by the Architectural Firm.

**2. STATEMENT OF PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to request Statements of Qualifications from responding firms in order to gain adequate information by which the County may evaluate the qualifications offered by responding firms with the end goal of selecting the best qualified firm to perform the requested services.

The County of Churchill, hereinafter referred to as the County, intends to secure a contract for architectural and engineering services for the construction of a new adult detention center.

The new detention center will include inmate housing (100 beds), intake and release, inmate visitation, administration areas, laundry services, small courtroom, and a dispatch center. Project Scope and Programming continues to be developed by the Owner. The selected Design Team shall review and confirm the Scope and Program as part of the Conceptual Design Services.

This is a construction manager at risk (CMAR) project which will require the architect to

work closely with the construction manager during the pre-construction and construction phases of this project. The construction manager at risk will be selected prior to the selection of the architect and will assist in the selection of the architect for this project.

The estimated cost for this project is \$15,000,000.

### **3. SCOPE OF SERVICES**

The Architectural/Engineering scope of services will include the following:

#### **A. Pre-Construction Services:**

- i. Assessment of proposed site and surrounding improvements.
- ii. Verification of preliminary Program provided by the Owner, including assessment of space constraints, applicable code and zoning ordinances.
- iii. Verification, assessment and coordination of existing systems required to be integrated with new systems.
- iv. American Correctional Association (ACA) evaluation. Design Team will review the Owner's ACA accreditation goals and the preliminary ACA Checklists developed for feasibility and compliance.
- v. Provide recommendations for implementation of Prison Rape Elimination Act (PREA) guidelines, including review and verification of preliminary compliance checklists.
- vi. Provide Design and Construction Drawings using the most current release of AutoCAD.
- vii. Conceptual Design Drawings and Presentation.
- viii. Provide Schematic Design ("30%") Drawings and Outline Specifications.
- ix. Provide Design Development ("70%") Drawings, Specifications, cut-sheets of recommended furnishings, products and materials.
- x. Prepare and present color, materials and finishes board and related cut-sheets for review and assist with evaluation of life cycle costs and appropriateness for the project.
- xi. Provide 95% Construction Documents, including all drawings, specifications, worksheets and calculations necessary to procure Building Permit and all other required permits.

- xii. Coordinate with the Authorities Having Jurisdiction to provide complete and compliant permit documents.
- xiii. Provide conformed construction documents incorporating all addenda and permit review comments.
- xiv. Coordinate with Owner and CMAR to recommend and develop Value Engineering costs, options and solutions.
- xv. Prepare, evaluate and compare life cycle costs of multiple building systems and materials selections.
- xvi. Attend on-site (local) meetings at all drawing milestones and at all other design and pre-construction meetings scheduled by the Owner or CMAR.
- xvii. Provide written minutes of all meetings to be issued to all attendees within three days of meetings.
- xviii. Provide written responses to all Owner and CMAR review comments of drawing submittals.
- xix. Review and assist the CMAR and Owner with the development of the Construction Schedule.
- xx. Review budget submittals with owner and CMAR and assist in addressing budget impacts and/or scope creep resulting in budget impacts. Work with stakeholders to ensure final design is within set budget.
- xxi. Attend Churchill County Board Meetings as requested to present the project design or related documents as necessary.

B. Construction Services:

- i. Identify Design Team leader for the Construction Administration period.
- ii. Attend regular construction meetings beginning at Board Approval of the project GMP. Coordinate attendance of Design Team members as necessary to support Owner and CMAR. Refer to TAB 3 for additional requirements related to the Design Team's Construction Administration Plan.
- iii. Investigate and / or attend additional meetings as necessary to discuss or resolve construction issues as they occur that cannot be resolved in the weekly project meetings.

- iv. Provide general Construction Administration Services to support the project. Include recommended services in TAB 4, part b. Services shall include, but not be limited to:
  - a. Prepare formal responses to all Requests For Information (RFI) from the CMAR.
  - b. Prepare and issue Architect's Supplemental Instructions (ASI) as necessary to clarify permit drawings and specifications.
  - c. Prepare and issue Requests for Proposal (RFP) to generate pricing from the CMAR for work outside of the GMP scope as requested by the Owner.
  - d. Review Change Order Requests (COR) as generated by the CMAR and provide written recommendations to the Owner for review.
  - e. Prepare and issue Change Order Authorizations (COA) at the direction of the Owner.
  - f. Prepare and issue Change Orders incorporating all executed COAs to modify the GMP.
  - g. Review and provide written comments on all Pay Applications from the CMAR.
  - h. Assist the Owner with review of the monthly updates to the Project Schedule.
  - i. Review and provide written review comments of all CMAR generated submittals, shop drawings, samples, and substitutions. Route all reviewed submittals, shop drawings, samples, and substitutions to the Owner for review and acceptance.
  - j. Provide weekly Site-Observation Reports by the Design Team's Architect including observations of the work in progress and work completed, photos, and any issues noted. Provide periodic, but no less than monthly, site observation reports from the Design Team's engineers (one per discipline) and specialty designers. Monthly observations by the team's engineer's and specialty designers may be omitted if there is currently no work in progress in that engineer or designer's field, and all work previously completed in those fields has been observed.
  - k. Upon request of CMAR, provide verification of Substantial completion and provide expeditious punchlists for all disciplines of work. Provide back-walk of punchlists upon notification from the CMAR that all

punchlist work has been remediated. Provide Certificate of Substantial Completion to the Owner.

- l. Assist Owner's Commissioning Agent with the commissioning of the building systems as necessary to ensure timely resolution of both Design and Construction issues. Attend Commissioning meetings as necessary to assist with resolution of issues identified by the Commissioning Agent, CMAR or Owner.
- m. Provide written review of Operations and Maintenance Manuals and Warranty Matrix submitted by the CMAR and forward manuals and reviews to the Owner for review and acceptance.
- n. Review CMARs' As-built drawings periodically for completion and provide Record Drawings at the end of the project reflecting all revisions and as-built conditions.

C. All Phases of Project:

- i. The Architect shall work closely with the CMAR during all phases of this project.
- ii. All work shall be produced in compliance with all current codes and regulations. The Architect shall work with Churchill County, other consultants, and architects through all phases of the contract. The Architect is also responsible for coordination and approval of their design with control agencies as applicable. The work will require meetings with various members of the team throughout all phases of the work.
- iii. The Architect shall respond to all directives from the county representatives and or its representative and act in a timely manner.
- iv. The Architect shall keep and provide to Churchill County a comprehensive account of project activities.
- v. The Architect shall obtain approval for all documents with Churchill County representatives during the design process and addition, deletion or addendum thereafter.

4. SUBMISSION INSTRUCTIONS

A. General Instructions:

- i. **DUE DATE: Statement of Qualifications are due August 12, 2015 by 3:00 PM in the Churchill County Clerk's Office at 155 North Taylor Street, Suite 110, Fallon, NV 89406.** Late submittals will not be accepted.
- ii. The Proposer is expected to examine the entire RFQ including any attachments. Failure to do so will be at the Proposer's risk.

- iii. If it becomes necessary to revise any part of this RFQ, a written addendum will be posted to the County's website at [www.churchillcounty.org/bids.aspx](http://www.churchillcounty.org/bids.aspx). It is the responsibility of any Proposers to ensure it has reviewed any addenda. The County is not bound by any oral representations, clarifications, or changes made in the written specifications by County employees, unless such clarification or change is provided to proposers in written addendum. All addenda must be acknowledged on the **RFQ Response Form (Attachment 1)**. Statements of Qualifications may be considered nonresponsive in the event Addenda are not acknowledged.
- iv. The Statement of Qualifications submitted should not exceed 25 pages. A page is considered one face of a leaf. The requested Design Team resumes (TAB 3.a.) and Attachment 1 shall not be counted in the SOQ maximum. All Statement of Qualifications shall be typed in a font no smaller than 10 points on 8 ½" x 11" paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested.
- v. Proposers shall submit seven (7) hard copies and one (1) electronic copy of the Statement of Qualification. The name of the Proposer's Company shall be indicated on the spine and/or cover of each binder submitted. The electronic copy may be on thumb drive or disc and shall be clearly labeled.
- vi. Statement of Qualifications along with all required documents as described in this RFQ must be sealed and submitted with the response form and **MUST** indicate the name of the Project Title and the Public Work Project Number. Facsimile, email or telephone Statement of Qualifications will not be considered.
- vii. No responsibility will attach to the County or any official, or employee thereof, for the pre-opening of, post-opening of, or the failure to open, a Statement of Qualifications not properly addressed and identified.
- viii. Any irregularities or lack of clarity in the RFQ should be brought to the attention of the County, as soon as possible so an addendum may be furnished to all Proposers.
- ix. The Official County Representative for this RFQ is:

Cliff Van Woert, Building Official  
155 N. Taylor St, Ste. 170  
Fallon, NV 89406  
(775) 428-0264  
[building@churchillcounty.org](mailto:building@churchillcounty.org)
- x. Any clarification of instructions, terms and conditions, insurance or offer preparation shall be made only by the official County Representative. Verbal clarifications will not be binding. Written clarifications will be by addenda and posted on the County Website: [www.churchillcounty.org/bids.aspx](http://www.churchillcounty.org/bids.aspx)
- xi. Statement of Qualifications are not to contain confidential/proprietary information. The County is subject to the Nevada Public Records Law. Statement of

Qualifications must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any Statement of Qualifications submitted that is marked "confidential" or "proprietary," or that contains materials so marked, may be returned to the Proposer and not be considered for award.

## **5. SUBMISSION REQUIREMENTS**

### **TAB 1. FIRM DESCRIPTION**

Related to this section of the submission, Statement of Qualifications will be evaluated on the capability and history of the firm, experience with both General Construction and Construction Manager at Risk (CMAR) delivery methods, through the design phase, construction and final completion/acceptance of the project.

- a. Provide a brief narrative describing the history of the Prime Architectural Firm. Identify the ownership, number of employees in the firm and the roles/positions and titles. Identify main firm location and locations of branch offices, including where all key staff is based.
- b. Provide a list of Engineers and Specialty Design Consultants that the Prime Architectural Firm proposes to be part of the Design Team. For each Engineer and Specialty Design Consultant stated in the proposal, provide summary information such as proposed role in the project and past projects completed with the Prime Architectural Firm.
- c. List all Design, Engineering and Specialty Design services that will be provided by the proposed Design Team, including by not limited to: Architecture, Civil, Structural, Mechanical, Plumbing, Electrical, Low Voltage, Security Systems, Detention Specialties, Fire Life Safety design, Code Analysis, Cost Estimating, Interior Design and Landscape Architecture. Provide a matrix, graph or table indicating which services will be provided in-house by the Architectural firm, and which services will be contracted separately by the Architectural firm. Include all firm names. This work shall be under the Architectural firm and included in the single contract to be negotiated with the County.

### **TAB 2. PROJECT EXPERIENCE**

Related to this section of the submission, Statement of Qualifications will be evaluated on the

- Level of experience in projects similar in scope and complexity to that described in this RFQ with special emphasis on both CMAR projects and detention facilities;
- Demonstrated understanding of the characteristics of facilities assessment, planning, design and construction for similar projects;
- Demonstrated ability and qualifications to address design issues relative to the size, type, and location of this project.

- Demonstrated ability to work with all stakeholders in a team approach.
- Demonstrated ability to fully integrate current detention technology, including security and surveillance systems;
- Demonstrated prior experiences teamed with some or all of the proposed team members in this RFQ.

Provide the experience of the firm. List a **minimum of three and a maximum of six relevant projects** where the firm has had the responsibility and contract to serve as the lead architect. Indicate the project name, project size (including number of beds where applicable), year of completion, construction and total project cost, and a project reference with a current phone number and email address. Describe the firm's role in the design and construction of each project. Identify any specialty consultants included on the project. **Identify specifically which projects utilized the CMAR delivery method.** Projects identified must have been completed within the past ten years.

Indicate whether the firm has experience in developing designs for detention facilities which required compliance with the Prison Rape Elimination Act (2003). If possible, include one example of a compliant project.

Indicate whether the firm has experience in developing designs for detention facilities intended to be accredited by the American Correction Association (ACA). If possible, include one example of a project, and indicate if the project became accredited. If the project was not accredited, explain.

### **TAB 3. PROJECT TEAM**

Related to this section of the submission, Statement of Qualifications will be evaluated on the accomplishment, ability and availability of the key project personnel to be assigned to the project. Consideration will include staff and organizational capabilities to meet the scope, budget, quality and schedule of this project.

- a. List the name, title, education, total years' experience/number of years with the firm, level of experience, professional licensing/years licensed for each proposed staff member of the firm to be assigned to this project. Include key staff members who will be responsible for this project from programming through the end of construction. Describe their responsibilities on the projects listed under Tab 2. Provide resumes for these staff (resumes will not be included in the maximum page allowance of the SOQ). Include information and resumes on the staff of the Prime Architectural Firm, all Engineers and Specialty Designers.
- b. Provide an organizational chart of the project team and indicate the project roles of each staff member, and, in general terms related to the overall project team organization, the role of any Engineer and Specialty Design Consultant included in the Design Team.



- c. Provide specific experience the project team members have with the design of detention facilities and their participation in CMAR delivery methods.
- d. Provide specific project example(s) where team members proposed have worked together on completed projects in the last ten years.

#### **TAB 4. PROJECT APPROACH**

Related to this section of the submission, Statement of Qualifications will be evaluated on the completeness and relevance of the Pre Construction and Construction Plans.

- a. Provide a Pre-Construction / Design Services Plan for your proposed Team as described under TAB 3.a. indicating planned staffing participation. Address volume of participation of key and support staff, as well as plan to coordinate with local stakeholders.
- b. Provide a Construction Services Plan for your proposed Team. Discuss Team member participation, and anticipated on-site representation. Discuss process and the implementation of the work described in the Scope of Work.

#### **TAB 5. SCHEDULE, BUDGET, AND PROJECT INNOVATIONS**

Related to this section of the submission, Statement of Qualifications will be evaluated on demonstrated ability to anticipate and address project budget and schedule constraints, including specialty skills or proposed innovations.

- a. The anticipated Notice to Proceed for the selected Design Team is September, 2015. The Owner would like Construction to begin in Spring of 2016. Given the Scope of Pre-Construction Services described in section 3.A., please describe what steps your Team anticipates necessary to meet these milestones.
- b. Describe how your team will assist with Value Engineering and other related services to help keep the project on budget.
- c. This project is required to be delivered in the most current AutoCAD version, though this is not intended to prohibit the use of other software to support the project. Describe how your team could and has employed BIM or other software to help the design or construction process. Include any recommendations for this project.
- d. Describe any unique or specialty skills your team will bring to this project.

#### **TAB 6. QUALITY CONTROL**

Related to this section of the submission, Statement of Qualifications will be evaluated on demonstrated ability on projects similar to this project to undertake and complete quality

institutional projects on time and within budget.

- a. Describe the firm's quality control procedures.
- b. Indicate means and methods for cost control that will be utilized for this project.
- c. Include experience in designing projects within an established budget and schedule. Identify the number of RFI's, initial and final project costs of a minimum of three (3) of the projects described under TAB 2.

#### **TAB 7. REFERENCES**

Provide points of contact on Projects provided in Tab 2, for the Prime Architect only. Contact information should include name, title, phone #, and e-mail address. The Proposer grants permission to the County to contact all references identified. The decision to eliminate a Proposer from consideration for poor reference checks, or for incorrect and/or incomplete reference information shall be at the sole discretion of the County and shall not be subject to appeal.

#### **TAB 8. FINANCIAL CONDITION**

- a. Describe if the firm has ever filed bankruptcy, been in loan default, or if there are any pending liens.
- b. Please state whether or not your firm has been terminated for default in the last five years. If such a termination for default has been experienced by the firm, submit full details of the terms for default including the other parties' name, address, and telephone number. Present the Proposer's position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the Proposal on the grounds of the past experience. Indicate if no such termination for default has been experienced by the Proposer in the past five years. (Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance.)
- c. Provide a statement of the financial condition of the firm, and the firm's ability to complete the services requested for this project without issues related to general financial condition, and the financial ability for the firm to support these services.

### **6. SELECTION**

- A. An evaluation committee shall evaluate the Statement of Qualifications based on the criteria listed below. The evaluation committee will create a "short list" of Firms to be interviewed. The Firms invited to interview will be evaluated again using the same criteria, but the second scoring will be based on each respondent's/Proposer's presentation and responses. At the conclusion of the evaluation, the committee will recommend the highest ranked firm to the Churchill County Board of Commissioners for approval. The ranking will be determined by the both the SOQs and interviews conducted by the evaluation committee. The Board has the absolute discretion to accept or reject the recommendation made by the evaluation committee.

- B. A Contract will then be negotiated and recommended to the Churchill County Board of Commissioners. Should the negotiations with the recommended Design Team fail, the County may terminate negotiations and begin negotiations with the next highest ranked Design Team. The County reserves the right to change this selection procedure depending on the future schedule of the County. The County also reserves the right not to make an award if it is deemed that no single Firm fully meets the requirements of this RFQ and/or meets the needs of the County.
- C. The County will be the sole judge as to the acceptability, for our purposes, of any and all Statement of Qualifications.
- D. Any letters of recommendation that are submitted with the Statement of Qualifications, but not specifically requested, will not be evaluated.
- E. Statement of Qualifications will be evaluated according to the evaluation criteria stated below:

<b>Weighted Evaluation Criteria</b>	<b>Possible Points</b>
1. Firm Description (Tab 1)	10
2. Project Experience (Tab 2)	35
3. Project Team (Tab 3)	25
4. Project Approach (Tab 4)	5
5. Schedule, Budget, Innovations (Tab 5)	5
6. Quality Control / References /Financial Condition (Tab 6-8)	20
<b>Total Possible Points</b>	<b>100</b>

## **7. LATE SUBMITTALS**

Formal, advertised Request for Qualification indicates a time by which the Statement of Qualifications must be received by the County. Any Statement of Qualifications received after that date and time will be rejected and not be considered.

## **8. WITHDRAWAL OF STATEMENT OF QUALIFICATIONS**

Before the Proposal Deadline: Any Proposer may request the withdrawal of its posted and sealed Proposal prior to the scheduled submission Deadline, provided the request is submitted in writing to the Churchill County Clerk's Office, or an authorized representative of the Proposer presents himself with proper identification to the Churchill County Clerk's Office and verbally requests the withdrawal of the Proposal.

After Proposal Deadline: No submissions may be withdrawn for a period of 120 calendar days after the Proposal Deadline. All responsive and responsible submissions received are considered firm proposals for the aforementioned time period, and may be considered for award by the Owner. The Proposer's Proposal will expire at the time specified above, or when the successful Proposer provides the insurance, submittals and executed Contract to the Owner.

## **9. GENERAL TERMS AND CONDITIONS**

### **A. ACCEPTANCE PERIOD**

The Proposer agrees to a minimum of 120 calendar day acceptance period from the date of public opening.

### **B. FUNDING FOR PROJECT**

The terms of any Contract issued are contingent upon sufficient funding and authorizations being made by the County for the performance of the Contract. If sufficient funding and authorizations are not made by the County, the Contract shall terminate, without penalty, upon written notice being given by County to Proposer. County's decision as to whether sufficient funds are available shall be accepted by Proposer and shall be final.

### **C. COMPLIANCE**

Proposers are required to comply with all applicable OSHA, EPA, ADA, HIPAA, FERPA, NCAA, GLBA provisions and any and all other relevant state and federal standards, codes and regulations that may apply or are noted in other sections of this RFQ.

### **D. CONFLICT OF INTEREST**

Firms submitting a Statement of Qualifications in response to this RFQ are certifying that it has had no contact with an employee or member of the County in any manner which would give that Firm submitting such a Statement of Qualifications, any advantage over any other Firm submitting one. A violation of any of the above shall be just cause for rejection of that particular Statement of Qualifications without further consideration.

### **E. TAXES, LICENSES AND PERMITS**

It is the Proposers' responsibility to secure all required licenses, permits and insurance necessary for the proper execution and completion of the work/Services involved.

### **F. OTHER TERMS**

- i. The Proposer is solely responsible for the content of its Statement of Qualifications

and ensuring that it best meets the evaluation criteria set forth in this RFQ. Previously published data in support of experience, financial or performance capability will be evaluated if such data reflects a current position and such data is submitted as a part of the response to this RFQ.

- ii. The County reserves the right to reject any or all Statement of Qualifications or any part(s) thereof and to waive informalities and minor irregularities in the Statement of Qualifications received.
- iii. A formal, more extensive Contract will be negotiated and signed by and between the successful Proposer(s) and the County to perform this service.
- iv. The County reserves the right to enter into discussions with anyone, or all of the Proposers after Statement of Qualifications have been initially reviewed by the County. Such discussions may be for clarification of Statement of Qualifications content contained in a responsive Statement of Qualifications and/or may result in request for a "Best and Final" offer from Proposer(s). Such responses shall be subject to all provisions, terms and conditions as set forth in the RFQ, unless otherwise modified.

## PROJECT LOCATION

Physical Address: 165 North Carson Street, Fallon, Nevada.

Note: The acreage in blue is the designated site for this Project. The acreage in yellow is not currently owned by the County but may be acquired for this Project.



**ATTACHMENT 1  
RFQ RESPONSE FORM**

This Statement of Qualifications constitutes an offer by this Applicant which signifies the Applicant's intent to enter into negotiations of a Contract for **Architectural/Engineering Services** for the Churchill County Detention Center Project. Applicant attests that it has read and understands the RFQ requirements; will abide by the terms and statutory requirements governing the solicitation process; does not object to any of the terms and conditions listed in the RFQ.

A representative authorized to bind Applicant must prepare and sign a notarized Certification of Applicant containing all statements and information required below.

This Certification of Applicant is submitted by \_\_\_\_\_, the Applicant, in support of its Proposal dated \_\_\_\_\_, 20\_\_\_\_\_.

Applicant was incorporated / formed in the State of \_\_\_\_\_ on the date of \_\_\_\_\_.

**A. APPLICANT INFORMATION**

**1. IN GENERAL**

Legal Name of Submitter:		
<input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (Incorporated in the State of _____)		
Address:		
City:	State:	Zip:
Office No.: (   )	Fax No.: (   )	
Name of Contact Person:		
Email Address:		
Year Established:	Number of Employees:	

B. ADDENDA

All Addenda shall be in written form, posted to [www.churchillcounty.org/bids.aspx](http://www.churchillcounty.org/bids.aspx). The Owner is not bound by any oral representations, clarifications, or changes made in connection the RFQ by the Owner's employees, agents or consultants unless in the form of a properly issued Addendum. The Proposer shall ascertain, prior to the submission of a Proposal, that it has received each Addendum issued by the Owner.

Recognizing this responsibility, the Applicant hereby acknowledges receipt of the following Addenda:

Addendum _____	Initial _____	Addendum _____	Initial _____
Addendum _____	Initial _____	Addendum _____	Initial _____
Addendum _____	Initial _____	Addendum _____	Initial _____

The failure of the Applicant to contact the Owner to determine the issuance of any Addenda, or to acknowledge receipt of any and all of the Addenda issued in connection with this Project, shall entitle the Owner, in its sole discretion, to (i) reject the Proposal of the Applicant as being non-responsive, or (ii) to accept the Proposal of the Applicant, in which event the Applicant agrees to be bound by all of the terms and conditions of each unacknowledged Addendum (despite not having read such Addendum).