



County of Trinity

REQUEST FOR STATEMENT OF QUALIFICATIONS
TO PROVIDE
ARCHITECTURAL/ENGINEERING SERVICES

FOR
SHERIFF'S DETENTION FACILITY
NEW INMATE HOUSING, PROCESSING, AND JAIL ADMINISTRATION

April 4, 2016

The County of Trinity, Department of Transportation (DOT), Administrative Division is soliciting Statements of Qualifications (SOQ) from qualified firms to provide comprehensive Environmental, Architectural, and Engineering (A/E) Services for the new Sheriff's Detention Facility (TCSDF)

The TCSDF will be located at 701 Tom Bell Road, Weaverville, CA 96093. The resulting contract from this solicitation will be administered by the Trinity County Department of Transportation, Engineering Division, which is responsible for delivery of capital improvement projects on behalf of Trinity County.

After evaluating all SOQ's submitted, the County will establish a short list of two to three qualified firms and interview those firms. The short listed firms will be requested to submit a proposal that will consist of the approach to design, scope of work, and sealed cost proposal. The Project Selection Team (PST) will review the proposals and hold an interview of the short listed firms. The firm deemed most qualified at the conclusion of the interviews will be asked to commence negotiation with the County of Trinity regarding the contract terms. If a fee cannot be negotiated with the first ranked firm, then the second ranked firm will be selected to negotiate a fee. The firm with a successfully negotiated fee will be recommended to the County of Trinity Board of Supervisors for approval.

This project will be funded by the Board of State and Community Corrections (BSCC), SB 863 Adult Local Criminal Justice Facilities Construction Program.

Award of the A/E contract is contingent upon continued receipt of awarded BSCC program funds.

Trinity County reserves the right to reject all proposals.

Statements of Qualifications are due: 4:00p.m., Pacific Daylight Time, April 18, 2016

SOQ's may not be delivered by facsimile transmission or by other telecommunication or electronic means.

Section I. PROJECT BACKGROUND AND SCOPE

BACKGROUND

- A. The County is the successful recipient of a SB 863, Adult Local Criminal Justice Facilities Construction Financing Program grant for construction for a new standalone jail facility for a small county. The new jail will be constructed on vacant county land west of Weaverville Airport replacing the existing facility located at the Sheriff's Office on SR 299.
- B. The Sheriff has identified the following as the primary goals for the TCSDE
- The new TCSDf shall provide safety and efficiency for the correctional officers, but also provides protection and security for the inmates.
 - The new TCSDf should be cost effective, while incorporating "best practices" in the industry into the design.
 - The new TCSDf should incorporate energy efficient design
- C. The new 27,054 square foot TCSDf will consist of:
- 72 Bed Housing Pods consisting of the following
 - 32 Bed General Population Dormitory
 - 8 Bed Special Needs Unit
 - 16 Bed Female Housing Unit
 - 16 Bed Male Maximum Security Housing Unit
 - Jail Administrative Suite, with secure lobby
 - Intake wing and Central Control for inmate receiving and processing
 - Medical and Dental Unit
 - Support facilities such as laundry and central kitchen
 - Program spaces with dayroom conveniently located
 - Correctional Officers support area.
 - Recreational yard that is separated from public access
- D. The grant award for this project is \$20 million, with a \$17.9 million construction budget. Approximately \$1.79 million (10%) is allocated for engineering and design. Total project costs are estimated to be \$21,856,000.
- E. All environmental verification and additional studies as required in mitigation measures in the Environmental Mitigation Monitoring and Reporting Program (attached MMRP), with the exception of MM-4.1 Botanical Study (completed) and MM 5.1 Supplemental Cultural Resource Study (underway) shall be completed during the design phase.
- F. The project delivery system will be design-bid-build. A Construction Manager (CM) under separate RFQ will be hired to perform services for all phases; design (constructability review), bid and build. The CM Firm will provide construction inspection.
- G. The selected A/E firm will develop the construction documents for the facility and be retained to provide limited construction phase services during the construction contract.
- H. Progress of the project is subject to terms and conditions of the State SB 863 legislation. The services of the A/E firm may be terminated at any point before or after the project completion, at County's sole discretion, without liability to the County or A/E firm except for work performed.

- I. The firm awarded a professional services contract under this RFQ will report and be accountable to the County Project Manager (PM).

SCOPE

- A. The requested A/E services will include some or all of the following work phases:
 - Programming Management
 - Environmental
 - Design
 - Construction Documents
 - Bidding I Procurement
 - Construction
- B. The selected A/E will serve as the County's professional architectural consultant in all phases of the Project. The A/E will review and validate the major functional elements, space requirements and relationship between the elements, requirements within each space (security, environmental, acoustical, lighting, electrical, communications, equipment, cabinetry, etc.), site development requirements, code requirements, Title 15, Div. 1, Chap.1, subchapters 4 and 6 of CCR; fire and life safety standards and physical plant requirements as contained in Title 24, Section 1231, of the CCR State Public Works Board and other special considerations.
- C. The selected A/E will also perform all environmental services, engineering site work, coordination with Federal Aviation Administration and Regional Water Quality Control Board for site requirements, NPDES Stormwater compliance and other considerations.
- D. The Basic Services include, but are not limited to: standard architectural services; performance and coordination of structural, mechanical, electrical, plumbing, physical and electronic security system design, civil engineering services; kitchen design, geotechnical services, landscape architectural services, and roofing consultant services.
- E. The selected A/E will coordinate with the TCSD Development Team throughout the project.
- F. Updated estimates will be expected at all major design submittals.
- G. The selected A/E will also interface with various County stakeholders, State offices, consultants, and other agencies as required to integrate and ensure the County plans, designs, and specifications construct a Project that meets its current and future needs.

Section II. MINIMUM QUALIFICATIONS

- A. To be considered for the project, Respondents must meet the following minimum requirements:
 1. Firm has successfully performed the design of at least three (3) adult detention facilities with construction completed within the past ten (10) years. Two (2) of the facilities must have been within the small or medium sized county BSCC grant funding criteria. Two (2) of the facilities must be new construction, and the remainder may be renovations. Projects should include in-take, kitchen, medical, and other elements as outlined in Section I(D).
 2. Firm is available to begin working on this project within two (2) weeks after the award of

contract until project close-out. A/E project management staff must be available to attend the BSCC kick off meeting in Sacramento, California. A/E staff assigned to provide primary services shall remain until completion of the project unless a substitute employee or sub-consultant is specifically approved, in writing, by the County.

3. A/E firm demonstrates ability to provide all of the professional services outlined in the scope with a high record of success.

Section III. SUBMITTAL REQUIREMENTS

- A. Deadline: All responses must be received in the office no later than 4:00 p.m, Monday, April 18, 2016. It is the respondent's responsibility to ensure proper delivery methods are selected to ensure timely delivery. Late submittals will not be evaluated.
- B. Construction of HWY 299 (Buckhorn Summit) can result in multi hour delays, plan accordingly.
- C. Delivery Instructions: Respondents shall respond to this RFQ with a Statement of Qualifications (SOQ).
- D. The County discourages lengthy and costly submittals. SOQ's should be prepared simply and economically and provide a straightforward, concise description of the Responding Firm's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.
- E. A site visit is not schedule for the RFQ. The SOQ is reviewed primarily for prior experience.
- F. Any clarification requested by a Respondent regarding the meaning or interpretation of this RFQ must be requested in writing by email to llyons@trinitycounty.org no later than noon, April 13, 2016. Responses to the submitted questions will be posted on the DOT website April 15, 2016 at 3:00 p.m.

DOT Engineering (Current Projects) <http://www.trinitycounty.org/index.aspx?page=84>

- G. One (1) original and five (5) copies of the SOQ shall be submitted to the County in a sealed package and be clearly marked:

"Statement of Qualifications in Response to RFQ for A/E Services for TCSDF"

- H. All SOQ's must be submitted to:

Trinity County Department of Transportation
ATTN: Richard Tippett, Director

Physical Address
31301 State Highway 3
Weaverville CA 96093

Mailing Address
P.O. Box 2490
Weaverville CA 96093

Section IV. RESPONSE CONTENT AND FORMAT

Responses shall be limited to twenty-five (25) single sided pages (8-1/2 x 11"), inclusive of everything including table of contents. Font size shall not be less than 11-point. The response shall include a cover letter which must clearly indicate a commitment to promptly start the work when requested once the contract is awarded. Furthermore, it must identify the consultant's title, mailing address, telephone number and an email address to which all further correspondence and/or questions may be addressed. The letter shall be signed by an individual with the authority to bind the Respondent to provide the proposed services. The body of the response shall include the following minimum information about the firm, and be organized according to the following sections:

A. A/E Firm Background Information

- Company Information
- Name of Firm
- Address of Firm
- Telephone and Fax Numbers
- E-mail Address
- Primary Contact Person
- Brief History of Firm
- Legal Structure (corporation, partnership, joint venture, etc.)
- Size of Firm/Staff
- Years in Business
- Organizational Chart of Firm, and tenure of executive management

If firm is a partnership, joint venture or association, a listing of all of the partners, general partners, or association members, known at the time of the SOQ submission, who will participate in a A/E contract if awarded, must be included. Include past experience of the specific partnership together as well as individual firms.

B. Design Team Background

- Project Architectural Team
- Principal in Charge
- Director of Correctional Design
- Project Manager
- Project Architect

C. Organizational Chart of the Project Team.

D. Resume. Respondent should provide a resumes of each team member including the following information:

- Name
- Office Location
- Years of Service with Firm
- Education
- Professional Experience
- Pertinent Experience
- Availability

E. Sub-Consultants. Respondents should identify all consultants they propose for this project, and from whom Respondent has received a letter stating consultant's intention to team with

Respondent. Proposed Sub-consultants may include, but are not limited to the following types of services:

- Environmental
- Structural Engineer
- Mechanical/Plumbing/Fire Protection Engineer
- Electrical
- Electronic Security
- Kitchen Design
- Site Civil Engineer
- Interior Design
- Acoustical
- Landscape
- Technology

List any other consultants not listed above that you anticipate having a role in this Project.

Note: County reserves the right to qualify, accept, or reject any proposed sub-consultant.

F. Adult Detention Facility Experience. County seeks information concerning the experience of your firm, and your proposed team, with adult detention facilities. List relevant projects completed by your firm, including the three (3) most recent detention facilities designed, completed or under construction by your firm, that best represent a similar scope, program and complexity to the RCCC Expansion project planned by County. For each project, include, where applicable:

- Name and Location
- Scope of Project
 - Number of Beds
 - Kitchen
 - Intake
 - Medical
 - Other
- Total Square Footage
- Completion Date
- Originally Planned Completion Date
- Completed Construction Cost
- Construction Budget Prior to Design,
- Change Order Contingency Budgeted and Percentage Used
- Special Features
- Sustainability Criteria
- Client, contact name, telephone and email address
- Contractor name, telephone and email address
- Role played by team members
- Construction Delivery Method
- Funding source

- Unique challenges

G. General Project Approach.

- Describe Respondent's management approach for detention facility projects. Include your approach and the benefit each step has for the County.
- Describe how your firm/project team would ensure maximum efficiencies in staffing costs, maintenance costs and utility costs; both first time costs and life-cycle costs.
- Describe any creative or unique aspects Respondent may employ in the design of the Project.
- Describe Respondent's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.
- Demonstrate your firm's past history of developing or using 3-D Building Information Modeling (BIM) as a tool to deliver design documents.

H. State Funded Project Experience. List Respondent's experience with state funded detention facility projects. Include in your response your experience with

- Board of State and Community Corrections review
- State Fire Marshal review

I. Unique Qualifications.

- This section is Respondent's opportunity to provide specific information that differentiates it from others in this RFQ process. This statement should be limited to one page.
- At Respondent's option, Respondent may provide any additional supporting documentation or information that would be helpful in evaluating Respondent's qualifications and commitment. This documentation is to be included in the total of 25 pages.

J. Client References.

- Provide three (3) references, identifying the name and title of the person responsible for the project in the contracting agency. Include:
 - Client Name
 - Phone Number
 - Email Address
 - Project Description
 - Project Construction Cost
 - Your Role in Project

Section V. CONSULTANT SELECTION PROCESS

A panel which will include representatives from the Trinity County Board of Supervisors, Sheriff's Department and the Department of Transportation will review the SOQ's and determine which firms meet the minimum qualifications. The panel will then rank the eligible responses, based upon the evaluation criteria, and establish a short list of a minimum of two firms. All firms will be notified of the short listed firms. The County reserves the right to evaluate and select without an interview should a single firm submit an SOQ.

The short listed firms will be provided instructions to produce a proposal and scheduled for an interview. The short listed firms will be provided with an electronic copy of the County's application for the Board of State and Community Corrections, SB 1022 Adult Local Criminal Justice Facilities Construction Program, the Trinity County Sheriff's Department Jail Needs Assessment Update, and full CEQA document prepared for this project. Time will be provided to allow for a field visit should such visit be desired.

A shortlisted firm will be required to submit the following as part of their proposal

- A specific approach to the project
- The project scope of work
- An updated Project Timetable as found in the BSCC Proposal Form
- A project schedule
- Reaffirmation as to the availability of Staff
- A sealed cost proposal.

Section VI. EVALUATION CRITERIA. The evaluation by the selection panel will be based on the criteria listed below. The County may consider other criteria it deems relevant.

- A. Completeness of SOQ Submission – SOQ's should respond to each of the items set forth in the RFQ and adhere to the formatting rules. (20 Points)
- B. Experience and qualification of personnel specifically assigned to the proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. (25 Points)
- C. Experience of consultant team working together on projects of similar nature and complexity to the proposed project. (25 Points)
- D. Experience of personnel with State funded projects, Board of State and Community Corrections reviews, and State Fire Marshal reviews (15 Points)
- E. Adequacy of project approach for detention facilities. (15 Points)

Section VII. CONSULTANT SELECTION SCHEDULE

- A. Request for Statement of Qualifications issued: April 4, 2016
- B. Statement of Qualifications due by 4:00p.m.: April 18, 2016
- C. Announcement of short listed firms April 22, 2016
- D. Proposals due from short-listed firms April 29, 2016
- E. Interviews Scheduled May 4, 2016
- F. Firm Selected May 5, 2016
- G. Board of Supervisor's Approval of Consultant Agreement May 17, 2016

Section VIII. TENTATIVE PROJECT SCHEDULE. The tentative project schedule will be included in the electronic files to be provided to the Short Listed Firms invited for interviews. For staff planning purposes, it is anticipated that final approval on the construction documents will occur Fall 2017 with construction starting in Spring 2018. The schedule is contingent upon State review and approval throughout the project. Construction duration is estimated at thirty (30) months.

Section IX. ATTACHMENTS

- Sample Contract
- Site Plan
- Floor Plan
- Environmental Mitigation Monitoring and Reporting Program