

## **NOTICE OF REQUEST FOR QUALIFICATION**

The County of Jefferson is requesting that firms interested in providing architectural, engineering, design services to the County submit a statement of qualifications and performance data by July 17, 2018. That statements of qualifications and performance data will be kept on file for one year.

This specific project will include a qualified justice planning an and/or design firm to assess the County's facility needs for adequate court/courthouse functions, sheriff's department, and jail space. Qualifications-Based Selection (QBS), in accordance with RSMo. 8.285 through 8.291, will be used to determine the successful respondent.

See attached Bid #18-0051

- i. Jefferson County Courthouse; 300 Mainstreet Hillsboro, Missouri 63050
- ii. Jefferson County Jail; 510 First Street Hillsboro, Missouri 63050

Whenever a project requiring professional services proposed for the County, the County will evaluate current statements of qualifications and performance data of firms on file together with those that may be submitted by other firms regarding the proposed project.

It is the policy of the County to negotiate contracts for professional services on the basis of demonstration competence and qualification for the type of services required at a fair and reasonable price.

Please send qualifications in an envelope marked Jefferson County Courthouse, Sheriff Department, and Jail Space Study Hillsboro, Missouri RFQ to:

**DEPARTMENT OF THE COUNTY CLERK  
JEFFERSON COUNTY MISSOURI  
729 MAPLE STREET/PO BOX 100  
HILLSBORO MO 63050-0100**

**By 2:00 PM on JULY 17, 2018.**

**SIX (6) COPIES SHOULD BE SUBMITTED.**

If you have any questions please feel free to email David Courtway, Jefferson County Director of Administration, at [dcourtway@jeffcomo.org](mailto:dcourtway@jeffcomo.org)

## NOTICE OF REQUEST FOR QUALIFICATION

**BID #:** 18-0051

### Jefferson County Courthouse, Sheriff Department, and Jail Space Study Hillsboro, Missouri

#### PROJECT DESCRIPTION

Jefferson County, Missouri (the County) intends to contract with a qualified justice planning and/or design firm to assess the County's facility needs for adequate court/courthouse functions, sheriff's department, and jail space. Qualifications-Based Selection (QBS), in accordance with RSMo. 8.285 through 8.291, will be used to determine the successful respondent.

#### PROJECT SCOPE

All proposals must be made on the basis of, and either meet or exceed, the requirements contained herein.

Proposers shall submit a Statement of Qualifications (SOQ), demonstrating their capability for rendering the following prescribed tasks:

1. Facilities Needs Assessment: study to project and plan for the space needs of each facility for the next 25 years. This should include but is not limited to:
  - A. Analyzing existing conditions, including parking requirements and supporting building systems, at:
    - i. Jefferson County Courthouse; 300 Main Street, Hillsboro Missouri 63050
    - ii. Jefferson County Jail; 510 First Street, Hillsboro Missouri 63050
  - B. Reviewing historical data, reports, and trends, including adopted budget documents.
  - C. Interviewing staff to understand their operational needs and space requirements. The anticipated list of persons to be interviewed are:
    - i. Circuit Court Judges and staff
    - ii. Clerk of Circuit Court
    - iii. Sheriff and staff
    - iv. County Administrator
  - D. Forecast the capacity requirements of a jail facility and provide a space program for current needs for jail space, sheriff's department, and court/courthouse functions; and forecast for 25-year needs.

- E. Prepare conceptual block diagrams for construction of new facilities to accommodate jail, sheriff's department, and court/courthouse functions.
2. For each facility, the following must be considered:
  - A. Identification of best practices for each facility
  - B. Projected technology needs
  - C. Addressing Americans with Disabilities Act (ADA) requirements
  - D. Security needs

## BACKGROUND INFORMATION

The current courthouse is located in the Jefferson County seat of Hillsboro, Missouri. The original courthouse was completed in 1865. The courthouse has gone through several phases of renovation and expansion, the latest being in 1976.

The current jail facilities are also located in Hillsboro. The jail was constructed in 1991 and was expanded in 2009.

If feasible, the County would like to “link” the two facilities in an effort to enhance security of the general public, as well as the prison population.

## PROPOSAL REQUIREMENTS

The following information is requested:

- Provide a firm history and indicate the key contact from your company.
- Provide a description of your firm's approach to justice-planning projects.
- Provide resumes and background materials on all key project personnel. If members of the submitting firm, who will have a key role in this project, have relevant experience while with another firm, list these projects separately and provide the name of the other firm, with a description of the individual's role and responsibilities.
- Provide project description including date and scope of services for relevant justice facility planning and design projects completed in the past seven (7) years.
- Provide references with phone numbers for contact on all projects listed. Please verify that the contact information provided is accurate.
- Provide a complete listing of any litigation involving the firm in the past five (5) years. Also provide a listing of dismissal (and/or terminated services) with the past five (5) years.
- Any additional information you deem appropriate to assist in consultant selection.

## EVALUATION CRITERIA

The following criteria will be used in the evaluation of each firm's SOQ for recommendation of award of this contract. Depending on the number of responses, a short-list of offerors may be established for consideration for interviews and/or potential negotiations. Offerors are required to

thoroughly address each evaluation criteria in specific order and to be specific in presenting their qualifications.

	<b>EVALUATION CRITERIA</b>	<b>MAX. POINTS</b>
1.	General qualifications of the Architect or Firm	15
2.	Specific project experience with particular reference to the project scope	30
3.	Personnel Qualifications: Who will be involved in the project and the percent of their involvement?	10
4.	Management and organizational approach	20
5.	References	10
6.	Project approach	10
7.	General conformance with RFQ requirements and SOQ presentation	5
<b>TOTAL MAXIMUM POINTS</b>		<b>100</b>

#### **Criteria 1. – General Qualifications of the Architect or Firm**

Describe the firm and provide a statement of the firm's qualifications for performing requested services. Identify that the principal has met any licensing requirements needed by the State of Missouri. Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you propose to utilize to supplement your firm's staff.

#### **Criteria 2. – Specific project experience with particular reference to the project scope**

Describe your firm's experience in working with jail and courthouse projects. In your description, list the project name, location, type of facility, cost and construction status.

#### **Criteria 3. – Personnel Qualifications: Who will be involved in the project and the percent of their involvement?**

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and a resume, and the qualifications/experience of any sub-consultant on your project team. Also, include an organization chart of the staff available for this project and the designated project manager/lead for each applicable category.

#### **Criteria 4. – Management and organizational approach**

Show ability to manage several projects simultaneously. Include present and anticipated workload. Provide schedule showing the County proposed project in your firm's workload diagram. Show demonstrated systematic approach to quality assurance.

#### **Criteria 5. – References**

A minimum of five (5) references describing, in detail, previous similar work.

## **Criteria 6. – Project approach**

Provide a detailed discussion of your firm's approach to the successful implementation of this project. Include thorough discussion of methodologies you believe are essential to accomplish all the required tasks within the desired timeline.

## **Criteria 7. – General conformance with RFQ requirements and SOQ presentation**

The overall conformance of the firm's Statement of Qualifications to the Request for Qualifications. Is the SOQ easy to follow? Are the enclosed documents organized in the same order requested in the RFP?

### **ANTICIPATED PROJECT SCHEDULE**

The anticipated project schedule is provided below. Firms unable to meet these deadlines should not submit a Qualifications Statement.

Request for Qualifications Issued:	June 21, 2018
Qualifications Statements Due:	July 17, 2018
Short List Announced (if necessary):	August 3, 2018
Informal Interviews (if necessary):	August 17, 2018
Selection Announced:	August 20, 2018
Scoping Meeting:	August 24, 2018
Contract Negotiations Completed:	September 10, 2018
Contract Award	September 10, 2018
Contract Execution:	September 24, 2018
Estimated Notice to Proceed Date:	October 1, 2018
Project Completion:	To Be Determined

If your firm would like to be considered for the consulting services, please provide six (6) copies of your Statement of Qualifications to the Jefferson County Clerk, 729 Maple Street, Hillsboro, Missouri 63050, by 2:00 p.m., local time, July 17, 2018. Questions regarding this solicitation shall be submitted in writing to Mr. David Courtway, Jefferson County Director of Administration, at DCourtway@Jeffcomo.org. Phone inquiries will not be accepted. Failure to comply with the requirements of the RFQ may negatively impact the evaluation of the consultant's Statement of Qualifications.

### **RESERVATION OF RIGHTS**

Jefferson County shall have the right to accept or reject any or all proposals and to waive any informalities or irregularities. The County reserves the right to invite the top firms to make formal presentations and to accept the proposal which, in the County's judgment, is in the County's best interests. The County also reserves the right to negotiate with the preferred firm without further reviews.

**Following the contract negotiation phase, Jefferson County will only move forward with Contract Execution and Project if funds are approved by the County Executive and County Council.**