

REQUEST FOR PROPOSALS

Architectural and Engineering Services

For Proposed New Law Enforcement Center

County of Walworth, SD

December 5, 2017

INTRODUCTION

Walworth County is interested in obtaining the services of an architectural / engineering firm for design and engineering services for a proposed Law Enforcement Center (Jail & Sheriff's Office) immediately adjacent to and of the current Courthouse complex located at 4304 4th Ave. Selby, South Dakota. It is anticipated that the facility will be a 50 - 70 bed detention facility, in addition to a 4-cell Juvenile Detention Wing and Sheriff's Office. The programming and schematic phase will provide for a 50-bed jail and a 70-bed jail option along with an option for the courts. In addition, an alternate bid is requested for the Programming and Schematic design for a government center that includes the current government operations housed in the current courthouse building. This includes Treasure, Assessor, Auditor, Register of Deeds, Extension Office, and Commission Chambers.

The Walworth County Commission has approved pursuing the programming and schematic design phase of the project, but has not yet approved funds for the full design development phase of this project. Approval by the Walworth County Commission to proceed on the design development and construction document phase of this project will be requested following a review of the programming and schematic design phase. In addition, Commission approval will be needed following the construction document phase for proceeding to construction.

PURPOSE

- To determine costs of architectural and engineering services for each phase of the design process
- To provide for a fair and objective evaluation of proposals received from all design firms.
- To collect information necessary for the evaluation of competitive proposals submitted by qualified architectural and engineering firms.
- To select a professional architectural and engineering firm acceptable to Walworth County to provide architectural and engineering services for the new Law Enforcement Center.
- To produce a contract between an architectural and engineering firm and Walworth County that will deliver high quality architectural and engineering services that meet or exceed all applicable codes and standards. The successful architectural and engineering firm will perform the services described herein as an independent contractor. Contract to be utilized will be AIA B132-2009 with modifications by the County.

ISSUING OFFICE / RFP COMMUNICATION PROCESS

This RFP is issued by the Walworth County Commission, in conjunction with Brad Hompe, MPA as the consultant.

All questions regarding this RFP shall be made through the design consultant:

Brad Hompe
16566 County Road G
Stanley, WI 54768
(715) 644-5712
(715) 429-0376
bradhompe@yahoo.com

Walworth County or Consultant Brad Hompe shall not be liable for any costs incurred by any firm submitting a Proposal.

PROPOSAL RECEIPT

To be considered, each firm must submit a response to this RFP and respond to the SELECTION CRITERIA identifying your understanding of the services requested. The Proposal must be signed in ink by an official authorized to bind the firm. fifteen (15) copies of the Proposal must be received at the following address:

Rebecca Krein
Walworth County Courthouse
PO Box 199
4304 4th Ave.
Selby, SD 57472

Proposals must be marked as “**Architectural and Engineering Services Proposal for Law Enforcement Center**” and must be received **prior to 4:00 p.m. CST, January 29, 2018**. The vendor is responsible for the timely receipt of their proposal by the County. Late or faxed proposals will not be considered.

All information in the Proposal is subject to disclosure under the South Dakota Open Records laws.

ACCEPTANCE OF PROPOSALS

All proposals shall be reviewed by the Committee appointed by the Walworth County Commission, February 1, 2018

All attachments, additional pages, addenda or explanations supplied by the architectural and engineering firm with this proposal will be considered as part of the Proposal response. If the Committee and/or Commission chooses, architectural and engineering firms submitting Proposals may be scheduled for an interview with the Committee and/or County Commission at a future date and time to be determined by the Committee and/or Commission. If an oral presentation/interview is required of selected finalists, it shall be at the respondent's expense. An award may be made without discussion with the respondents. Therefore, respondents are cautioned that Proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

The County reserves the right to reject in whole or in part any and all Proposals, to waive any informalities, to request resubmission of Proposals, and to accept the Proposal determined to be in the best interest of the County. This RFP seeks professional services, and statutory bidding laws do not apply. Proposals will be evaluated pursuant to the following criteria:

- The extent that the Proposal meets the needs of the County.
- Demonstrated competence to meet quality requirements.
- Proven experience of the proposer to provide similar services within established guidelines.
- Ability to meet scheduled deadlines.

- Cost of services compared to quantity and quality of services provided.

Selection Schedule (dates are subject to change):

Review of Proposals by Committee- February 1, 2018

Interviews with a short list of firms & County Commission to hire design firm- February 6, 2018

PROPOSAL CONTENT

All Proposals shall include the following informational items. These items shall also be used as the format around which Proposals are organized. Exclusion of any of these items may be grounds for Proposal rejection by the County.

- A. A letter of transmittal, not to exceed two pages in length, which bears the signature of an authorized representative of the proposer.
- B. A description of your organization, including qualifications and references addressing why your organization is best suited to provide the requested services. This description should include at least:
 - 1. A general firm profile;
 - 2. Names and resumes of the specific individuals who will be working on the Walworth County project; and
 - 3. A list of additional consultants tentatively scheduled for the Walworth County project, including mechanical, electrical, security, etc. Names and resumes of key individuals from each consultant should be included in the proposal along with a description of their role in the project.
- C. A list and brief description of related project experience completed by your organization. The County prefers information and references on recent projects that are similar to this project's scope and size and have been completed.
- D. Proposal Narrative. Describe the strategies designed to deliver the services pursuant to the specifications published, the methodologies employed to assure the delivery of services through the duration of the contract period.
- E. A proposed schedule for the project, including projected dates for design completion
- F. Fee and Fee Narrative for each of the following design phases:

- Programming & Schematic Design
 - Percentage of construction costs and list of assumptions including: Design Development, Construction Documents, Construction Administration, Project Closeout.
- G. Statement of all applicable insurance coverage, including general liability, workers compensation, and professional liability.
- H. Copy of valid business license or certification of good standing as proof of incorporation and authorization to do business in South Dakota.

VENDOR CONFERENCE

A vendor conference will be held on January 15, 2018 at 10 am at the Walworth County Courthouse, to respond to written and oral questions and to provide any needed additional instruction to architectural and engineering firms on the submission of Proposals. A tour of the project area will follow the meeting.

Failure to attend this meeting will disqualify any vendor from submitting a Proposal.

NONDISCRIMINATORY PRACTICES

No official or employee of Walworth County Government shall have any financial interest, either direct or indirect, in the proposal or contract. No official or employee of Walworth County Government shall exercise any undue influence in the awarding of the proposal or contract.

The County shall not be responsible for oral interpretations given by any County employees, representatives, or others. All proposals shall use this written document and its attachments as the sole basis for the proposal at this time. The issuance of a written amendment is the only official method whereby interpretation, clarification or other additional information can be given.

LIABILITY

Walworth County assumes no responsibility or liability for cost incurred by the firm prior to the signing of an agreement. Total liability of Walworth County is limited to the terms and conditions of any contract resulting from this RFP.

INDEMNIFICATION

The firm shall indemnify and hold harmless Walworth County and its agents and employees from and against all claims, damages, losses and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, material and equipment

required to produce the service required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and 2) is caused in whole or in part by any negligent act or omission of the firm, any sub firm, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The firm assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the firm and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

AVAILABILITY OF FUNDS

This RFP is conditioned upon the approval by the County Commission. If, during any stage of this RFP process, funds are not allocated and available for the proposed services, the RFP process will be cancelled. The County will notify the architectural and engineering firm at the earliest possible time if this occurs. The County is not under any obligation to compensate architectural and engineering firm for any expenses incurred as a result of the RFP process. This request does not commit the County to award any contract nor to pay any costs incurred in the submission of a Proposal, or costs incurred in making necessary studies or designs for preparation thereof. The County reserves the right, in its sole discretion, to reject any or all responses, issue addenda, request clarification, alter the nature and/or scope of the proposed study, enter into various state of procurement, and/or discontinue this process.

PROPOSAL COST AND DURATION/PROPRIETARY INFORMATION

The architectural and engineering firm must certify that the Proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty (120) days from the date of the Proposal opening. All materials submitted in response to the RFP will become the property of the County and part of the official public record. All restrictions on the use of data contained within a Proposal and all confidential information must be clearly identified as “Confidential and Proprietary Information” Confidential and Proprietary information submitted in a Proposal, or in response to the RFP, will be handled in accordance with the applicable South Dakota State Statutes.

End of RFP