



Maricopa County

ARCHITECTURAL SERVICES REQUEST FOR QUALIFICATIONS

FOR Southeast Justice Center Facility

**Project No.: 2827-07-108
Contract Number: FMD-09-002
July 10, 2008**

**Statement of Qualifications Due
August 12, 2008; 11:00 a.m.**

**Maricopa County
Facilities Management Department
401 West Jefferson Street
Phoenix, Arizona 85003**



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REQUEST FOR QUALIFICATIONS

Southeast Justice Center Facility Project No. 2827-07-108

Maricopa County Facilities Management Department is soliciting Statements of Qualifications from qualified firms to provide architectural design, construction administration and related services. The estimated construction contract total cost is \$52-55M excluding furniture, fixtures and equipment. The contract period will be established during the scoping phase of the project.

The project scope of work consists of, but is not limited to, creation of programming documents, completion of design, preparation of construction documents, and construction administration for a new 145,000 square foot building and associated site improvements to be located at the Maricopa County Southeast Regional Complex on Javelina Drive in Mesa, Arizona. The new building will be located directly south of, and connected to, the existing Maricopa County Southeast Facility. It will house the following components: 4 Justice Courts and associated administrative functions; Adult Probation; Juvenile Probation; Public Lobby and circulation space. The building site will require permanent closure of Javelina Drive to through traffic between Lewis Street and "A" Street. Utility relocation and parking lot improvements will also be required.

SECTION I – SCOPE OF SERVICES

The scope of services will likely include: programming, design, and construction administration for the following disciplines: architectural, structural, mechanical, electrical, plumbing, fire and life safety, environmental (related to construction activity), landscape, landscape irrigation, geotechnical analysis, civil (onsite and offsite), signage/graphics, cost estimating, acoustical and interior finishes, audio/visual, telecommunications systems (data and phone), and security systems. The project will be permitted through Maricopa County Planning and Development; however, offsites will be via the City of Mesa.

SECTION II - SOLICITATION SCHEDULE

07/30/07 10:00 am A **Pre-proposal Conference** with interested CMR firms will be held at **401 West Jefferson Street, Freedom Conference Room, Phoenix, Arizona**. At this meeting County staff and consultants will discuss the scope of work, general contract issues and respond to questions from the attendees. County staff, evaluation committee members and consultants will not be available to respond to individual inquiries regarding the project scope prior to, or subsequent to this pre-submittal conference, therefore, it is strongly recommended that interested firms send a representative to the pre-submittal conference.

08/07/08 4:00 pm Last date for questions and/or requests for clarifications, which shall be submitted in writing to:

Lynda Cull
Article 5 Procurement Officer
lynda.cull@fm.maricopa.gov
Fax: 602-506-4275

08/12/08 11:00 am Provide Statement of Qualifications.
(local time)

08/14/08 An Evaluation Committee will evaluate each Statement of Qualifications (SOQ) according to the Evaluation Criteria in this Request for Qualifications. A minimum of three firms or more will be selected for the Final List and notified. Unsuccessful firms will be notified by mail. A finalist may be selected from the Statements of Qualification foregoing the Final Listing process.

08/20/08 If the Evaluation Committee deems it necessary, the final listed firms may be scheduled to have a forty-five (45) minute round table discussion with the selection committee. The intent of this discussion is for the selection committee to interact with the proposed staff for this project. Final listed teams will be allowed a maximum of six (6) members and should include the proposed project architect, major sub-consultant(s) and other staff which will work directly on this project.

SECTION III – STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

The consultant will be selected through a qualifications-based selection process. Firms interested in this project must submit a Statement of Qualifications (SOQ) that addresses the following issues:

Firm's Capabilities (25 points)

Provide a general description of the prime firm that is proposing to provide the requested services with the following additional information:

- a. Identify the home office location of key staff proposed for this project and percent of the work expected to be done locally by personnel within Maricopa County.
- b. Explain if prime firm has personnel with necessary qualifications to complete the project and what staffing and financial resources will be used to undertake the work.
- c. If selected, the firm will be required to furnish a certificate(s) of insurance meeting the County's insurance requirements per the attached sample contract. Please indicate in the SOQ the firm's insurability from a company or companies lawfully authorized to transact insurance business in the State of Arizona and rated at least B++6 in the company's current A.M. Best Company rating.

Personnel Availability & Experience (25 points)

1. For each key person identified, list at least two comparable projects in which they have played a primary role. Please provide the following information:
 - a. Description of project
 - b. Key individual's role on the project
 - c. Project's original contracted cost & time and final project cost & time with explanation for any variances
 - d. Project Owner reference information (two names with telephone numbers per project)
2. List the current availability of key prime firm personnel for the proposed project time frame and their length of time with the firm. Include also the proposed location from which they will operate during the project.
3. List the names, experience, qualifications and office location of any sub-consultants which you are proposing for this project. Describe how the services and experience of proposed sub-consultants will benefit this project including how and where they will work with the prime firm.
4. Provide a project organizational chart showing key prime firm personnel and all sub-consultants.
5. Resumes for key personnel may be attached in accordance with the submittal requirements.
6. List any past experience related to overall project requirements possessed by the proposed team member in the areas of justice facilities and the aesthetic blending of a new facility within an older complex.

Firm's Experience on Similar Projects (25 points)

Identify at least three comparable projects within the last five years in which the project team has completed projects of this type on time and within budget or has comparable ongoing projects. For each comparable project identified, provide the following information: (Note: if the project selected is the same as one selected in response to any section above, provide just the project name and the role of the key person.)

- a. Description of project
- b. Role of the firm (as a Prime or Sub-consultant)
- c. Project's original contracted cost & time and final project cost & time with explanation for any variances
- d. Firm's partnering efforts and successes
- e. Project Owner reference information (two names with telephone numbers per project)

Project Understanding and Approach (50 points)

1. Discuss the major issues your team has identified on this project and how you intend to address those issues.

2. Explain the team's internal methods that will insure schedule maintenance and work quality.
3. Describe your team's project management approach and team organization for all phases of projects of this type. Describe systems used for planning, scheduling, budget, quality control and managing the project.
4. Explain how project specific requirements will be met and provide a schedule for all activities to meet project completion requirements.
5. Describe what your team views as the most critical obstacles to overcome to keep this project on schedule and within budget.

Acceptance of Draft Contract (0 or 10 points)

1. Proposing firms must review the draft contract included as Exhibit A to this Request for Qualifications and identify any specific contract exclusions, modifications, or exceptions they will request. Full points will only be awarded for acceptance of the draft contract without any changes. Any exceptions taken to the contract will receive zero points.

SECTION IV - SUBMITTAL REQUIREMENTS

Interested Firms should submit a Statement of Qualifications which includes a one-page cover letter plus a maximum of fifteen (15) additional pages to address the RFQ criteria. Resumes, project organizational chart and addenda acknowledgment pages are not counted in the page count and should be attached as an appendix to the SOQ. Resumes for each key team member shall be limited to a maximum length of two pages. Adherence to the maximum page criterion is critical; each page side (maximum 8 ½" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Tab dividers are optional and are not counted in page length unless they contain information which can be directly related to a project unless they contain information which can be specifically identified as related to a project.

Provide eight (8) copies of the Statement of Qualifications by Tuesday, August 12, 2008, 11:00 a.m. (local time).

Submittals must be addressed to: Lynda Cull, Article 5 Procurement Officer and delivered to the Facilities Management Department at 401 West Jefferson Street, Phoenix, Arizona 85003. On the submittal package display:

Firm name
Project title
Project number
Contract number

Failure to comply with the following criteria may be grounds for disqualification:

- Receipt of submittal by the specified deadline date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirement.

- Delivery of the submittal at the correct location.
- Failure to include signed copies of any addenda acknowledgments.

SECTION V – GENERAL INFORMATION

Selection and Negotiations. The County will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for Board of Supervisors' approval. If the County is unsuccessful in negotiating a contract with the best - qualified firm, the County may then negotiate with the second or third most qualified firm until a contract is executed, or may decide to terminate the selection process.

List of Firms – Request for Qualifications and Statement of Qualifications. Maricopa County will maintain a list of firms interested in the project (i.e., requesting an RFQ) and a list of firms submitting SOQs. All requests for RFQs shall be submitted in writing. SOQ and subsequent amendments will only be issued to firms on record in the department.

Instructions. Maricopa County shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

County Rights. Maricopa County reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and shall be the sole judge of the merits of the respective Statements of Qualifications received. The County also reserves the right on any publicly advertised selection process to decide whether to select a firm based on the Statements of Qualifications received or whether to hold interviews with the firms the County deems best qualified for the project.

Confidentiality. All information submitted by firms and related Evaluation Committee evaluations/rankings shall be considered confidential until after contract execution/award by the Board of Supervisors.

Debrief Requests. Requests for debriefings or to review Statements of Qualifications submitted, shall be made in writing to the designated Department Procurement Officer. Debriefings can only be conducted after the execution/award of the subject contract by the Board of Supervisors.

Statutory Compliance. The Construction Manager at Risk will be required to comply with A.R.S. § 41-4401 (effective 10/1/08) with respect to this contract. A statement of agreement for compliance with this statute is required in your Statement of Qualifications. The requirements are as follows:

- A warranty of compliance with all federal immigration laws and regulations that relate to your employees and those of your subcontractors, and compliance with ARS 23-214 sec. A, will be contractually required;
- A breach of that warranty shall be deemed a material breach of the contract subject to penalties up to and including termination; and
- Maricopa County retains the right to inspect the papers of any contractor or subcontractor employee who works on the project to ensure compliance with the warranty.

Questions. Questions pertaining to the selection process or contract issues should be directed to Lynda Cull at lynda.cull@fm.maricopa.gov.

SECTION VI – RFQ ATTACHMENTS

EXHIBIT A –Draft Contract – to be provided prior to or at the pre-proposal meeting