

JULY 26, 2017

REQUEST FOR QUALIFICATIONS

ARCHITECT/ENGINEER SERVICES

FOR THE

OGLE COUNTY JAIL
(JUDICIAL CENTER ANNEX)

DUE THURSDAY, AUGUST 24, 2017
at 3:00 p.m.

OGLE COUNTY BOARD
Ogle County Courthouse
105 S. 5th Street, #104
Oregon, IL 61061

OGLE COUNTY, ILLINOIS
REQUEST FOR QUALIFICATIONS - ARCHITECT/ENGINEER SERVICES

PURPOSE

The Ogle County Board (“Board”) is seeking architectural/engineering services for the design and engineering of a new Ogle County Jail (Judicial Center Annex) (“Project”). The purpose of this Request for Qualifications (“RFQ”) is to receive information and qualifications from architectural/engineering firms or teams interested in working on the Project.

PROJECT DESCRIPTION

Ogle County desires to construct a new Ogle County Jail (Judicial Center Annex) facility located in Oregon, Illinois. Preliminary indications suggest the Project to consist of a minimum 180 bed Adult Detention Facility. Housing will consist of multiple sections utilizing indirect and/or direct supervision methods for custody levels ranging from low custody (dormitory) to high custody (single cells). Anticipated to be included are areas for public access, visitation, command/control and dispatch, administration, holding and intake, medical, inmate property storage, and a vehicular sallyport with storage. In addition, administrative support offices for the Sheriff’s Office shall be included. Expansion considerations may include double bunking or building expansion alternatives. Potentially, some local police support offices may be incorporated at the facility. Energy efficiency alternatives will be considered. There will be some necessary modifications of the existing Judicial Center, but the modifications should be confined to the connection of a walking structure to the existing sallyport area of the Judicial Center.

Construction cost, including fixed equipment, telecommunications and security systems, is desired not to exceed approximately \$25-28 million.

LONG RANGE PLANNING COMMITTEE

The Ogle County Board has appointed a Long Range Planning Committee which reports to the Board, and will administer the qualifications based selection process in accordance with Local Government Professional Services Selection Act, 50 ILCS 510 et. seq. Final approval of the selected firm or team shall be by the Board.

Any attempt to directly contact and influence any Long Range Planning Committee member, County Board member or staff of the Sheriff’s office associated with this Project after receipt of this Request for Qualifications, and prior to the final selection as evidenced by a fully mutually executed contract with the final selected firm will be grounds for disqualification.

OGLE COUNTY, ILLINOIS
REQUEST FOR QUALIFICATIONS - ARCHITECT/ENGINEER SERVICES

SCOPE OF WORK

The Ogle County Board anticipates the scope of services may include, but may not be limited to, the following items:

1. Site Evaluation
2. Population Assessment and Verification
3. Schematic Design
4. Design Development
5. Construction and Bidding Documents
6. Bid Analysis and Award Recommendations
7. Code Review
8. Presentations to Board
9. Participation in Public Hearings
10. Value Engineering
11. Construction Administration and Observation

PROJECT SCHEDULE

This project will be held to a tight schedule, with a requirement that Schematic Design, Design Development and Construction Documents should be completed May 30, 2018, assuming an award of the architect contract at the September 19, 2017 County Board meeting.

SITE EVALUATION

The Long Range Planning Committee, through a long process during the previous two years, evaluated several sites for the possible new location, and has determined the new jail facility will be located on five contiguous parcels of property that the County has owned for approximately ten years, immediately behind the current Judicial Center, and will be adjoined to the Judicial Center for reasons of safety, efficiency and cost effectiveness. The Long Range Planning Committee has also developed a basic concept design, which will need to be the starting point for the final design.

OGLE COUNTY, ILLINOIS
REQUEST FOR QUALIFICATIONS - ARCHITECT/ENGINEER SERVICES

REQUEST FOR QUALIFICATIONS

Ogle County is seeking formal submittals and statements of qualifications from firms interested in being considered and evaluated for the Project. The response to the RFQ should include a detailed summary regarding the firm's approach to designing county jail facilities. The response should also specify not only the firm's experience, but shall identify the proposed project staff, and their experience on similar sized detention projects, as outlined below.

The response to the RFQ shall include the following information. Failure to provide all requested information may result in disqualification of the request for qualifications. Please refrain from providing general marketing material as additional attachments or enclosures. The response to the RFQ should not exceed 40 pages and be organized as follows:

1. Title Page
2. Letter of Introduction (include at least, the name of your firm, name of the firm principals, the legal type of your organization – i.e. corporate, partnership, etc., your business address, all necessary info for the main contact at your firm for the purpose of this RFQ and any interviews, a general statement of your firm's qualifications for this project, and any other information that you may feel is pertinent to this RFQ)
3. Table of Contents
4. Firm's Approach to the Project
 - a. Design Concepts
 - b. Planning and Programming
 - c. Milestone Dates for Design and Construction
 - d. Staffing Considerations
 - e. Life Cycle Costs
 - f. Maintenance Costs
 - g. Provisions for Expansion
 - h. Incorporation of Energy Efficiency Alternatives
 - i. Project Cost Control Plan
 - j. Site Evaluation Methodologies

OGLE COUNTY, ILLINOIS
REQUEST FOR QUALIFICATIONS - ARCHITECT/ENGINEER SERVICES

5. Staff of Firm to be used on this Project
 - a. Overall Architectural and Engineering Design and Support Staff (including any proposed consultants or engineers)
 - b. Staff to be assigned to the Project with Listing of Specific Role and Responsibility (i.e programming, security controls, mechanical design, etc.)
 - c. Staff to be assigned to Project with Listing of Specific Work Experience (include concise resume for each person)

6. Experience Listing of the Last Five (5) Similar [120-400 bed facilities; Sheriff Administration facilities] County Jail Projects
 - a. Provide Brief Description of Project and Responsibilities
 - b. Provide Owner Contact Person and Contact Information
 - c. Provide Estimated vs. Actual Budget with Change Order Total Summary
 - d. Provide Estimated vs. Actual Schedule for Design and Construction
 - e. Provide Name of Principal Overseeing Project and Staff to be Assigned, including Project Manager and Lead Contacts

7. Experience Listing of Last Ten (10) Completed Projects and Current Contacts
 - a. Provide summary description, overall costs, and specific contact information.

8. Listing of All Current or Recent Jail Projects Exceeding \$20 Million in Construction Cost and Current Contacts (not to exceed 40)
 - a. Provide summary description, overall costs and specific contact information

9. Listing of Litigation or Design Claims exceeding \$75,000.00 in Last Five (5) Years - Alleged or Adjudicated (including all prime team members)
 - a. Provide brief description of claim and parties
 - b. Provide description of judgment or arbitration awards
 - c. Provide case name/number and location, if applicable.

10. Firm Information (including all team members, if applicable)
 - a. Illinois Design Firm License Number (including all team members)
 - b. Illinois Certificate of Authority from Secretary of State
 - c. Form of entity and provide listing of officers, partners, owners
 - d. Any firm reorganizations, name changes or significant ownership changes of the firm in the last seven (7) years
 - e. Any bankruptcy filings or reorganizations of the firm or predecessor firms in the last seven (7) years

OGLE COUNTY, ILLINOIS
REQUEST FOR QUALIFICATIONS - ARCHITECT/ENGINEER SERVICES

11. List of Professional References - Minimum Three (3)
12. Financial Information
 - a. Provide Contact Reference at Primary Banking Institution.
 - b. Firms selected for interview may be required to provide the most current annual financial statement consisting of profit/loss statement and balance sheet.
13. Statement of any Potential Conflicts of Interest

IMPORTANT NOTE:

In the event the submitting firm will consist of several firms teaming for the project, the above requested information shall be provided for each major team member, such as the architectural firm, civil and mechanical engineering firms, security consultant, etc.

It is the policy of the Ogle County Board to maintain confidentiality of qualification information.

SUBMISSION OF PROPOSAL

Submissions should be made in a securely sealed package clearly marked with the identification of "REQUEST FOR QUALIFICATIONS, OGLE COUNTY NEW JAIL FACILITY". Please submit TEN (10) copies of your qualifications package. If your firm is selected for hire, you will need to submit EIGHTEEN (18) additional copies of your qualifications package. It will be the responsibility of the submitting firm to deliver their qualifications to:

Ogle County Long Range Planning Committee
c/o Ogle County Clerk's Office
105 S. Fifth Street, #104
Oregon, IL 61061

OGLE COUNTY, ILLINOIS
REQUEST FOR QUALIFICATIONS - ARCHITECT/ENGINEER SERVICES

Phone for delivery purposes only: 815-732-1110 (Ogle County Clerk's Office)

THE DEADLINE FOR SUBMITTING YOUR QUALIFICATIONS PACKAGE IS 3:00 P.M. ON THURSDAY, AUGUST 24, 2017. Submittals will be time-stamped and logged upon receipt. Qualifications received after this date and time will not be considered, and returned unopened. All timely and properly submitted qualifications will be submitted for evaluation.

SELECTION

The Ogle County Board has appointed a Long Range Planning Committee which shall make the firm selection pursuant to the Local Government Professional Services Selection Act. The Selection Committee will analyze the information and evaluate the firms taking into account qualifications, including, but not limited to, approach to the Project, ability of professional personnel, past record and experience, location, workload of the firms, timeliness of performance and ability to maintain budget considerations.

The ability to produce construction documents in a timely fashion to allow award of the construction contracts in the fourth quarter 2018, and cost estimating capabilities to control the Project cost and meet the overall Project budget are desired qualifications.

The Long Range Planning Committee will shortlist between 3-5 most qualified firms and require presentations and interviews. On the basis of evaluations, presentations and interviews, the Long Range Planning Committee shall select no less than three (3) firms and rank them in order of qualifications to provide services for the Project. The Board will then contact the most preferred firm and proceed to negotiate a contract at fair and reasonable compensation.

BASIS FOR COST OF PROFESSIONAL SERVICES

IN A SEALED ENVELOPE SEPARATE FROM THE RFQ SUBMITTAL, please outline the basis for all of your cost of services and all fees. This envelope needs to be clearly marked as "COST BASIS OF PROFESSIONAL SERVICES TO ACCOMPANY RFQ, OGLE COUNTY NEW JAIL FACILITY", with the lead firm name identified on the outside of the envelope. This envelope will remain sealed during the interview and selection process, and the firms will be ranked in order of preferences based ONLY on the qualifications submitted on the RFQ, and the interviews. Only after this ranking process is completed will these envelopes be opened to

OGLE COUNTY, ILLINOIS
REQUEST FOR QUALIFICATIONS - ARCHITECT/ENGINEER SERVICES

determine the final selection. The final selection will NOT be based solely on cost of services.

It is important to note that it is the objective of the Long Range Planning Committee to select the firm that is best qualified to design the new Jail facility, but it will also be important that those services are obtained at the best cost for the County taxpayers. This cost basis information will not be used to eliminate any candidates, but there may be some negotiations of cost if the selected firm's cost is significantly higher than all of the other firms.

INTERVIEWS

Firms selected for interviews will be advised via telephone and/or email no later than August 31, 2017. All other firms will be notified of their status by regular mail. Interviews are scheduled for Wednesday, September 6, 2017, in Oregon, Illinois.

RESERVATIONS

The Ogle County Board reserves the right to reject any and all qualifications, and to waive any informalities, technical defects, or clerical errors in any proposal, as the best interest of the County may require. Proposers will not be reimbursed for any costs associated with the RFQ. Procedures will be conducted in conformance with all applicable qualifications based selection requirements.

The Ogle County Board also reserves the right to publish addendums to this RFQ, and to extend the deadlines contained here, if it is deemed necessary.