

Request for Qualifications

Architectural Analysis Programming and Planning for the New Jackson County Government Center and Sheriff / Detention Facility

PURPOSE

The Jackson County Board of County Commissioners (BOCC) seeks to retain an Architectural Firm to program, determine feasibility, develop conceptual plans and provide a cost estimate for a new Jackson County Judicial / Government Building. The purpose of this Request for Qualifications (RFQ) is to obtain relevant information, credentials, qualifications and project approach from interested Architectural Firms which will inform the Board for selection of an Architect.

The awarded architect will have successfully demonstrated their understanding and approach to delivering this program to Jackson County BOCC which will meet all the programing objectives stated in the Scope of Services section of this RFQ

PROJECT DESCRIPTION

Located 396 LaFever Street in Walden, Colorado, the existing Jackson County Courthouse has served the residents of Jackson County since 1914. The courthouse is structurally sound and has been well maintained over the past 100 years. The basic organization of the original 8,000 SF building remains intact. This courthouse is the home to not only the Judicial Department but of the following county departments; Tax Assessor, Clerk and Recorder, County Treasurer, County Commissioners, Elections as well as the Sheriffs Administration and Detentions. The building however is antiquated and lacking sufficient infrastructure required for ADA accessibility, security, life-safety and environmental control.

In response to the inability of the building to meet current needs, the Colorado Judicial Facilities Department conducted a space assessment to evaluate its current building inadequacies and determine the present space model for the courts and probation. This report, The Jackson County Judicial Space Needs Assessments can be downloaded from the Jackson County Website under the Architectural Analysis RFQ link at the address, www.jacksoncountycogov.com

Scope of Services - Overview of Program Deliverables

1. **Existing Courthouse.** The 1914 Jackson County Courthouse is on the Colorado State Historical Register. The awarded firm shall provide a cost benefit analysis for updating the building for continued use as a government building, or provide recommendations for other uses such as a Historical Landmark / Community Center. This section of the report will list improvements needed for ADA and Life Safety compliance, environmental control and court security. While maintaining sheriff operations may not be a not practical use of the historic building, there may be potential upgrades which find the building suitable for courts and or select other departments
2. **Judicial Program** Prepare judicial architectural program and space assessment for both immediate and 25-year projected needs of the Jackson County Courts and Probation. This process may review and verify documentation recently prepared by the Colorado Judicial Facilities Department. The programming architect will verify all room types, room quantities and spatial requirements to meet the goal of this program.

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3. **Sheriff Program** Prepare a Sheriff and Detention Facility architectural program for both immediate and 25-year projected needs. This portion of the program will rely on workshops and interviews with the sheriff and staff. It will be the charge of the selected AE firm to gather and assess data and statistics, current and projected demography, housing units / bed counts, program needs and other sheriff administration requirements.
4. **County Government Program** Prepare a County Department architectural program for both immediate and 25-year projected needs of the Jackson County Government departments to include the County Treasurer, the Clerk and Recorder, the Tax assessor, Board of County Commissioners, Administration, Building/Land Use, and Elections. This portion of the program will analyze staff accommodations, space requirements and customer service objectives.
5. **Other Government Programs** Prepare an architectural program for both immediate and 25-year projected needs of the Town of Walden government departments, Colorado State Patrol office, Bureau of Land Management office, and floating office space for programs or agencies that provide occasional services to the community.
6. **Site Selection** The selected A&E firm will assist the county in the site selection process. Evaluate viable county owned properties within the town of Walden (county seat) and provide a cost / benefit analysis of each. If necessary, also provide an analysis of privately owned properties that meet the program requirements which could be purchased for this purpose. Each site will be evaluated for zoning compliance, traffic, right of way, parking, utility access, storm drainage and environmental impact. The site selection process will not exceed over 4 potential sites.
7. **Cost Estimate** Provide an estimated cost for construction of the Project based on site development, construction market rates and architectural fees.
8. **Conceptual Rendering** Prepare a conceptual rendering (elevations and floorplan) of the proposed new building that can be used to communicate this project to the community and advertise for a potential tax initiative.

Separation of Fees

The programming scope for Courts and County and Detentions will be a combined undertaking by the selected Architectural firm; however, because of agency specific funding sources, program fees will be broken out by two categories. Fees associated with the development of the county departments, other government departments and sheriff/ detention program shall be listed separately from fees of the judicial program. Any programming fees associated with additional courthouse tenants, such as the District Attorney, will be combined with the judicial fee proposal. Program fees which share common elements, such as site selection, zoning, parking and site programming can be divided equally between the two proposals.

SCHEDULE

The tentative RFQ schedule is as follows:

~	Publish RFQ for Architectural Services	May 3, 2021
~	Pre-Submittal Meeting (Mandatory)	May 17, 2021
~	Deadline for Submission of Questions	May 24, 2021

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~	Deadline for Response to Submitted Question	May 31, 2021
~	Deadline for Submittals (4:00PM)	June 7, 2021
~	Selection / Shortlist	June 11, 2021
~	Oral Presentations / Interviews (if necessary)	June 21, 2021
~	Estimated Notice of Intent Award	June 24, 2021
~	Estimated Starting Date	June 28, 2021
~	Completion Deadline	Nov 30, 2021

Any revisions to the above schedule will be posted to the Jackson County Website / RFQ link. www.jacksoncountycogov.com. It is the responsibility of all submitting firms to review this website for scheduling updates as well as RFQ modifications and addendums.

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SUBMITTAL REQUIREMENTS

Jackson County is soliciting Responses from qualified Architectural Firms interested to be considered and evaluated for the Project. The RFQ Response shall include the following information and shall be organized as follows:

Cover Letter

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1. Firm Overview

Provide concise details of your Firm which includes information describing size, services you provide credentials, qualifications and expertise, office location and specific experience in judicial facility programming, planning and design.

2. Relevant Experience

Provide specific examples of relevant judicial / detention facility (minimum 3) projects of similar scope and complexity the Firm has completed in the last five years including LEED certified projects. Please provide a detailed description of the specific role and services your firm played within each project. Include Client references for each Project submitted. Provide specific experience with the Construction Manager / General Contractor (CM/GC) delivery process completed in the past five years. Include CM/GC references for each project submitted.

3. Major Consultants

Provide a concise description of the major consultants to be used on this Project as well as examples of their relevant judicial / detention facility experience. Provide examples of any previous teaming your firm has completed with major consultants you are proposing.

4. Current Workload

Provide a description of projects undertaken by your firm that would be concurrent with the timeframe of this project

5. Project Team

Provide an Organization Chart and Resumes for the Key Individuals assigned to this project. Include names, titles, education, professional credentials, functional role, professional registration and/or associations as well as relevant personal experience.

6. Project Approach

Provide a detailed narrative and proposed schedule describing your specific approach as well as your ability to meet the needs of this Project. Outline your understanding of the Project and identify critical issues based on your Firms' experience. Include your methodology regarding Programming, Design Services, Cost Control, Schedule Control and Value Engineering.

Appendix

Provide any other information - unique capabilities, value-added services, etc. - relevant to the County's evaluation of your Firm.

Response information shall be limited to the information requested as noted above.

Do not include a cost proposal with your RFQ response. Shortlisted firms that are selected for interviews will be asked to bring a detailed cost proposal to the interview in a sealed envelope (details of requirements of the cost proposal will be provided to the shortlist applicants. Expect that tables noting base fee per consultant, reimbursable per consultant, allotted % of fee and total dollar amount per each programming phase, etc will be requested.) Cost proposals will be reviewed once interviews are complete and scored. Cost proposals may be used in helping to determine successful firm.

Jackson County will not be responsible for any cost associated with the preparation of the Firms' responses to this RFQ

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Responses shall be submitted in a package clearly identified as follows:

**RESPONSE to REQUEST for QUALIFICATIONS
Jackson County Government Center**

The firm shall submit 6 hard copies and one electronic copy of their response to the RFQ

All communication regarding this project should be directed to Commissioner Coby Corkle by email to ccorkle@jacksoncountycogov. All communications with Commissioner Corkle will be distributed to the interested bidders for the project.

Please deliver your responses to:

Jackson County Board of Commissioners
PO Box 1019
Walden, CO 80480

The deadline for submitting a Response is 4:00 PM local time on June 7, 2021

Responses will be time-stamped and logged upon receipt. Responses received after the deadline will NOT be considered and will be returned un-opened. All timely and properly prepared Responses will be considered for evaluation.

SELECTION

The Jackson County Commissioners will serve as the Selection Committee and reserves the right to invite interested parties to assist in the evaluation process. The Selection Committee will analyze the submittals and will evaluate the firms regarding their qualifications and expertise, including, but not limited to, relevant experience, capability of professional staff, location, project approach and demonstrated performance as well as ability to maintain budget and schedule considerations.

Proposals will be ranked using the criteria below. Ratings shall be based on the Committee's assessment of the adequacy of the firm's experience and ability to meet the requirements of the RFQ. The table below will be used by the review committee, with a 1 being unacceptable and a 10 being excellent. The scores of the review committee will then be added together, at which point it is anticipated that the top 3 firms will be selected for interview.

Criteria	1-10	Value	
Qualification of Firm		20	
Relevant Experience / Similar Projects		20	
Demonstrated Understanding of Proposal		20	
Project Approach		20	
Ability to Meet Deadline		5	
References		15	

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Total		100	

RESERVATIONS

The County reserves the right to reject any and all Responses and to waive any informality, technical defects or clerical errors in any Response as the best interest of the County may require. Selection procedures will be conducted in conformance with all applicable qualifications-based selection requirements.

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ADDITIONAL INFORMATION

Questions & Inquiries

Prior to the Pre-Submittal Meeting, applicants may email questions to Commissioner Corkle at ccorkle@jacksoncountycolorado.gov. Questions will be compiled and every effort will be made to answer the questions at the time of the Pre-Submittal Meeting. A question-and-answer period will also be available after the Pre-submittal meeting.

Pre-Submittal Meeting (Mandatory)

A Pre-Submittal Meeting will be held on May 17, 2021 from 1:00P to 3:00P at the Jackson County facility located at 396 LaFever Street, Walden, CO 80480.

The Pre-Submittal Meeting will be the opportunity for Firms to ask questions regarding the Project. Attendance is mandatory. All interested applicants are required to attend in order to prepare responsive submittals.

Addenda

The County reserves the right to issue addenda to the RFQ at any time as a result of questions, change in schedule or other matters. Such information will be transmitted to all firms in attendance at the Pre-Submittal Meeting and posted on the county website. The County also reserves the right to cancel or reissue the RFQ.