



REQUEST FOR QUALIFICATIONS
RFQ 2017-1130-001 Judicial Center & Jail Facilities Assessment
Study – Morgan County

Morgan County (the County) issues a Request for Qualifications (RFQ) to establish a contract for a study of the County's Jail/Courthouse Facility (the Project). The following Qualifications request will outline the Project goals and detail the format you should use to submit your Response. Please take careful notice of the timeline in the request as well as the required format when preparing and submitting your Response. In order for your Response to be considered, it must meet the pre-conditions, submission deadline, and Project schedule as outlined in the timeline.

The Qualification documents are on file in the office of Administrative Services Department at 218 West Kiowa Avenue, Fort Morgan, CO and also on the Morgan County Website at www.co.morgan.co.us.

All Qualifications can be submitted as follows:

- **Email** - Responses may be emailed to: kwaite@co.morgan.co.us. Emailed Responses must include the following statement on the email: "I hereby waive my right to a sealed Response". An email confirmation will be sent when the County receives the Response within 24 hours of normal business hours. The additional three copies of the Response requested must be submitted as hard copies via mail or hand delivery.
- **Hand delivery** - Four (4) copies of the Response may be hand delivered to the Office of the Board of County Commissioners, 218 W. Kiowa Ave. Fort Morgan, CO 80701.
- **Mail** - All Responses must be clearly marked on the envelope **RFQ 2017-1130-001 – Judicial Center & Jail Facilities Assessment Study – Morgan County**. Please address as follows:
Morgan County
Attn: Kristi Waite, Administrative Services Manager
218 W Kiowa Ave
Fort Morgan, CO 80701

The Board of County Commissioners reserves the right to reject any or all Responses and waive any formalities.

A handwritten signature in blue ink that reads "Kristi Waite". The signature is written in a cursive, flowing style.

Kristi Waite

Administrative Services Manager, Morgan County Colorado

INTRODUCTION AND BACKGROUND

The County is requesting Responses for a comprehensive facility study that assesses and evaluates our current jail/courthouse facility and to make recommendations for remodeling and/or a new facility. The study will be used by Morgan County for decision making related to housing a current jail /courthouse operations and future facility needs.

GOALS OF PROJECT

The County desires to determine future development of its jail/courthouse facility. In order to assess its options, the County desires to engage a study to evaluate the facility's existing condition and the County's future needs.

In response to reaching capacity in our current building, the Colorado Judicial Facilities Department conducted a space assessment to evaluate the current building inadequacies and determine the proper space model for the departments that house in this location. In addition the County had The Garland Company, Inc provide an assessment report on the roof of the Judicial Center. These reports are on file with the RFQ documents located on our website at www.co.morgan.co.us.

STUDY REQUIREMENTS AND DELIVERABLES

The study should evaluate or address the following topics:

1. Evaluate current and future space requirements for Law Enforcement, Probation, District Attorney, Family/Civil/Criminal Court, and Communication Center operations. An evaluation for a Coroner office can be listed as an exception but is not a requirement.
2. Determine the suitability and economic life of existing buildings for efficient and effective county government.
3. Assess the conditions of existing building systems, evaluate component remaining life expectancies, estimate costs for updating or replacement, develop a long-range maintenance plan to assist in budgeting, and formulate a facility plan with an accompanying time line.
4. Report documenting current building conditions, including but not limited to building exterior, building interior, any code violation and necessary improvements, and ADA compliance and any necessary improvements.
5. Recommendations for needed additional square footage (including a detail analysis for each department in the facility) for remodeling the current facility and a detailed recommendation for space needed for a new facility.
6. Evaluation of current jail population and facility and projection of future jail populations, that include: 5, 10, 20, and 50 year projections.
7. Estimate costs of remodeling existing buildings and/or building a new jail/courthouse center that meets current and future needs.
8. An analysis of operational cost savings (if any) of building a new facility vs. expansion of the existing facility including evaluation of personnel (courts/sheriff) costs, maintenance cost, utilities, and other general operational cost.
9. Site plan which will include the grounds around the building, parking lot evaluation for growth.
10. Evaluate and assess technological improvements that could assist the courts in delivering services to the public.

DELIVERABLES

1. A study/report including the above topics.
2. Presentation of the study, findings and recommendations to the Facilities Selection Committee and the Morgan County Board of Commissioners.

PRE-RESPONSE MEETING

All submitters MUST attend a pre-Response meeting on November 2, 9:00 a.m., at the Morgan County Administration Building, 231 Ensign Street, Fort Morgan, CO 80701, located in the Assembly Room. Included in the mandatory pre-Response meeting will be a tour of the facility.

TIMELINE

In order to complete the mission, the County has set the following timetable. This timetable is subject to change by the County.

Publish RFQ for Assessment Study	October 18, 2017
Mandatory Pre-Response Meeting	November 2, 2017
Deadline for Submission of Questions	November 15, 2017
Deadline for Responses to Submitted Questions	November 17, 2017
Deadline for Submittals (4:00 pm)	November 30, 2017
Selection/Shortlist	December 14, 2017
Oral Presentations/ Interviews	January 10, 2018
Estimated Notice of Intent Award	January 16, 2018
Completed Deadline	February 28, 2018

GENERAL INSTRUCTIONS TO SUBMITTERS

1. A "Response" is a responsive, conforming, unconditional, complete, legible, and properly executed offer by a Submitter to provide the work specified in the Request for Response for the compensation specified.
2. Submitters shall be clearly marked with the work name, contact person, mailing address, and telephone number of the Submitter.
3. It shall be the responsibility of the Submitter to ensure that the Response is in proper form and in the County's possession by or before the time and date designated in the Request for Qualifications. Qualifications will not be accepted after the designated time and date. Any Response received late will be returned to the Submitter unopened, if possible.
4. All participating firms, by their signature hereunder, shall agree to comply with all conditions, requirements, and instructions of this Response as stated or implied herein. Should the County omit anything from this Response package which is necessary to a clear understanding of the items required, or should it appear that various instructions are in conflict, and then the companies shall secure instructions from Ms. Kristi Waite in the Morgan County Administrative Services Department.
5. Participating firms are expected to examine all documents contained herein. Failure to do so shall in no way relieve a participating firm from obligations with respect to his or her offer or to the resultant award. Non responsive and incomplete submittal may be deemed cause for rejection.
6. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated as an **"Exception(s) to the Response"** on a separate sheet of paper and returned with your Response.
7. Withdrawal of inadvertently erroneous Qualifications before the award may be permitted if the Submitter submits proof which clearly and convincingly demonstrates, as determined by the County, that an error was made. QUALIFICATIONS MAY NOT BE RE-SUBMITTED.
8. The County shall not reimburse any Submitter for any cost incurred in preparing a Response or attending inspections, pre-Response conferences, or interviews.
9. Substitutions or modifications to any of the terms, conditions, or specifications of this request which are made by Morgan County after the packages have been distributed to prospective firms, and prior to the due date and time, will be made in writing, and signed by the Administrative Services Manager. No employee of Morgan County is authorized to, in any way; modify any of the terms, conditions, or specifications of this package, without written approval of the Administrative Services Manager. This is not to imply that offers will not be accepted or considered on specifications which are different than those herein.
10. The final award shall be made by the Board of County Commissioners in the best interests of Morgan County. Morgan County may grant a 5% preference to local businesses. A local business shall be a business which maintains a physical place of business in Morgan County.

11. The County reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any Response to establish the experience, responsibility, reliability, references, reputation, qualifications, or financial ability of any Submitter, manufacturer or supplier. The purpose of such investigation is to satisfy the County that the Submitter has the experience, resources, and commercial reputation necessary to supply the specified product and to perform the necessary warranty and product support in accordance with the Response Documents in the prescribed manner and time.
12. The County reserves the right, if it deems such action to be in its best interests, to reject any and all Qualifications or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any Submitter shall be grounds for rejection of the Response. If Qualifications are rejected, the County further reserves the right to investigate and accept the next best Response in order of ranking, or to reject all Qualifications and re-solicit for additional Qualifications.
13. No Response shall include federal excise taxes or state or local sales or use taxes.
14. All parts not specifically mentioned which are necessary in order to provide a complete unit, shall be included in the Response. Any item listed as "Standard" in the manufacturer's published specification, furnished by the Submitter, is assumed to be included in the Response. Any variations shall be outlined in writing, noting cost factors where applicable.
15. Any Response received as a result of this request is prepared at the Submitter's expense and becomes County property and is therefore a public record upon opening by the County.
16. If you consider any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is your responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.
17. By submitting a Response, the submitter acknowledges that (a) the preparation of the Response, and other quotations herein contained, does not obligate the County in any way; (b) the County assumes no obligation to enter into an agreement for the Work; (c) all Response documents are understood; and (d) the submitter has the equipment, technical ability, personnel and facilities to complete the work as specified herein in accordance with the Response documents.
18. No Response may be withdrawn for a period of sixty (60) days after the deadline for Response.

RESPONSE REQUIREMENTS

The County requires the following information to be included in the Response:

1. **Cover Letter.** All Qualifications must include a cover letter to the attention of Ms. Kristi Waite and be signed by a person legally authorized to bind the applicant to its Response. The letter shall include a brief overview of your approach to the Project.
2. **Experience.** Specialized experience and technical competence of Response Company and their team in similar project scope. Identify recent experience and expertise with similar type of project including:
 - a. Design of a new or refurbished building project for similar public or government building.
 - b. Design experience with a project of similar size, use, and complexity.
 - c. A list of memberships in professional organizations, special training, licenses and experience shall be included in the submittal.
3. **Project Team.** Describe the Project team. Who will be the key contacts and leaders of the team and discuss who will interact with the County. Please provide resumes of all key personnel who will conduct any work on this Project.
4. **References.** Include at least three references from public entities where similar services have been rendered.
5. **Example.** Provide one example of a prior project you completed that simulates this RFQ, and would be an illustration of the final deliverable to Morgan County.
6. **Current Workload.** Provide a description of projects undertaken by your firm that would be concurrent with the timeframe of this project
7. **Project Schedule.** A project time line shall be coordinated with and provided to the County ten (10) days following award of the contract. The time line must be agreed upon by both parties with a project completion date within sixty (60) days of the contract award date.

MINIMAL QUALIFICATIONS

The County will consider firms that specialize in or have a division/department dedicated to government building and refurbishment projects.

SUBMITTER REQUIREMENTS

Morgan County expects the successful Submitter to:

1. Provide technical expertise to assist the County in meeting its goals.
2. Present a proposed time schedule to complete the scope of work.
3. Provide a fee Response. The fee should include meetings, all related reimbursable costs and all subcontracted vendors.
4. The Submitter shall provide all equipment, materials, and qualified personnel to successfully complete this Project in a timely and professional manner.

5. Successful Submitter will be required to execute the County’s standard services agreement.
6. The successful Submitter shall maintain at its own expense during the entire Project any applicable insurance, as determined by the County, in sole discretion.

The County will appoint a Selection Committee. 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.

CRITERIA FOR REVIEW

Qualifications will be reviewed using the following criteria and elements:

1. Conciseness, responsiveness and completeness of the Response to the information requested, objectives and deliverables as outlined in the RFQ.
2. Prior experience, qualifications, references and past performance.
3. Experience and expertise in government building projects.
4. Response cost: overall fee and billing rates.

Responses will be ranked using the criteria below. Rating shall be based on the Committee’s assessment of 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 the highest. 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	Available Points	Score
Qualification of Firm		
Relevant Experience / Similar Projects		
Demonstrated Understanding of Proposal		
Project Approach		
Ability to Meet Deadline		
References		
Total		