



UNION *County*
LAKE BUTLER • WORTHINGTON SPRINGS • RAIFORD • PALESTINE • PROVIDENCE

REQUEST FOR QUALIFICATIONS (RFQ) FOR

**Union County EOC Construction
Administration & Future Jail Architectural
and Engineering Planning and Design
Services**

DUE DATE/ TIME:

October 28, 2022 at 4:00 pm

1 GENERAL INFORMATION

- 1.1 Union County Board of County Commissioners desires to select a firm for professional architectural and engineering design services in accordance with Florida Statute 287.057 for the design of a future new County Jail. The services shall include, but may not be limited to, assistance with the preparation of the following: site survey, site master plan, site adapt new EOC previously designed, Construction Administration for EOC and master planning of future 90 bed Jail.
- 1.2 The response to the Request for Qualifications (RFQ) must be submitted to the Union County Emergency Management Office, Attention: Tim Allen, 58 NW 1st Street, Lake Butler, Florida 32054.
- 1.3 Technical questions regarding this submittal should be in writing, via email, to the Union County Emergency Management Office, directed to **Architectural and Engineering Planning and Design Services**, Tim Allen, allentc@unionsheriff.us. Questions shall be submitted no later than 12:00 noon EST on October 24, 2022. Questions submitted after that date and time will not be answered. The Union County Emergency Office will review and answer. If applicable, answers citing the question asked but not identifying the questioner will be distributed to all known prospective vendors. Failure to submit requests in writing by the specified time shall not be grounds for a protest. Note: Written requirements in the Request or its amendments are binding, but any oral communications between you and us are not.
- 1.4 The Union County Board of County Commissioners shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be sent to firms or individuals who have requested Information and Instructions for this RFQ.
- 1.5 The Union County Board of County Commissioners reserves the right to reject any or all Statement of Qualifications (SOQ) to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
- 1.6 The **Architectural and Engineering Planning and Design Services Firm** will ensure that the future jail design is compliant with Florida Model Jail Standards and all applicable ACA & PREA standards.
- 1.7 The **Architectural and Engineering Planning and Design Services Firm** will be selected on the basis of demonstrated competence and qualification for the type of services required.
- 1.8 The **Architectural and Engineering Planning and Design Services Firm** will be an integral member of the Union County Team, consisting of Jail Staff and other representatives as designated by Union County or required by the consultant.

2 ANTICIPATED SCOPE OF WORK

After being selected, the **Architectural and Engineering Planning and Design Services Firm** will execute a contract with the Union County Board of County Commissioners to provide professional architectural and engineering planning and design services for site adaptation of newly designed EOC, construction Administration Services of the EOC and the Master Planning of Future Union County Jail. Tasks may include but are not limited to the above services which will be determined by available budget to complete tasks.

A. Master planning and design to demo or renovate/remodel the existing Union County Emergency Operations Center (EOC) and existing Union County Jail. Planning for new indirect supervised 90 bed Union County Jail to be contingent upon available budget to perform task.

B. Activities shall include; site survey and soil testing (if location is proposed or selected); necessary regulatory review and permit fees; peer reviews.

3 STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

3.1 The **Architectural and Engineering Planning and Design Services Firm** will be selected through a qualification-based selection process. Firms interested in providing architectural and engineering services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

3.2 Qualifications Criteria

3.2.1 Firm's Background and Relevant Firm Experience (25 points)

- a. Provide a general background and brief history of the Firm and its related experience in providing similar requested services.
- b. List and briefly describe 3-5 projects completed by your firm or currently in progress; include your firm's role, project owner, project location, contact name and title, address, telephone number, fax number, and email address.
- c. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.

3.2.2 Team Experience & Qualifications (25 points)

- a. Provide the firm's organization chart. Briefly describe each team member's role and provide a one-page resume for each KEY staff member.
- b. Provide "team" experience working together on county jail projects.
- c. Identify proposed sub consultants, if any.

3.2.3 Project Understanding and Approach (25 points)

- a. Discuss your firm's understanding of this project
- b. Discuss your firm's project approach.
- c. Describe the firm's quality assurance and dispute resolution approach.

3.2.4 Familiarity with Union County and Workload (25 points)

- a. Discuss your firm's familiarity with The Union County Board of County Commissioners or other Union County organizations in providing architectural and engineering services as identified in the Scope of Work. Provide a list of past Union County projects completed.
- b. Discuss your availability to begin work.

4. REQUIRED DOCUMENTS

The following executed forms are required:

- o Corporate Charter and Professional License
- o Individual Professional Licenses
- o General, Liability, and Workers Compensation Certificate of Insurance
- o Professional Liability Insurance (\$1 million minimum)
- o Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

5. SUBMITTAL REQUIREMENTS

5.1 The SOQ shall include a one (1) page cover letter and a one (1) page table of contents. There will be no limit on the number of pages addressing the RFQ.

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

- Receipt of submittal by the specified cut-off date and time.

5.2 Union County Board of County Commissioners will accept **one original, three (3) hard copies and one digital copy** of the Statement of Qualifications and other required documents. The Statement of Qualifications must be addressed to **Tim Allen, Union County Emergency Management Office and hand delivered or mailed to his attention at 58 NW 1st Street, Lake Butler, Florida 32054** to arrive no later than **4:00 pm on October 28, 2022**.

5.3 **Request for Qualifications must be sealed and clearly marked “RFQ for Architectural and Engineering Planning and Design Services”, Company Name and dated.**

6- SELECTION PROCESS AND SCHEDULE

The Union County Board of County Commissioners desires to select an architectural and engineering services firm in accordance with Florida Statute 287.057 Request for Qualifications.

6.1 A minimum 3-member Project Evaluation Committee will evaluate each Statement of Qualifications (SOQ) according to the above criteria, as well as past performance evaluations, and select one firm based on highest ranked qualifications.

6.2 The highest ranked firm will be recommended to the Commission for contract award.