



# REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN/BUILD CONSTRUCTION SERVICES

RFQ Title: Flathead County Adult Detention Facility Addition Design Build

RFQ Response Due Date and Time:  
8:30 A.M., Mountain Time/ August 24, 2016

Number of Pages  
(including cover): 8

Issue Date:  
August 1, 2016

### ISSUING AGENCY INFORMATION

Flathead County Commissioners Office  
800 South Main Street, Room 302, Kalispell, MT 59901

Single Point of Contact (SPOC): Whitney Aschenwald: (406) 758-2467, waschenwald@flathead.mt.gov  
Website: <http://flathead.mt.gov/commissioners/>

### INSTRUCTIONS TO FIRMS

Return Sealed Statements to:  
Whitney Aschenwald  
Flathead County Commissioners Office  
800 South Main Street, Room 302  
Kalispell, MT 59901

Mark Face of Envelope/Package with:  
  
*RFQ Response-Adult Detention  
Facility Addition*

Special Instructions:

### FIRMS MUST COMPLETE THE FOLLOWING

Firm Name/Address:

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Signature)

Print name and title and sign in ink. By submitting a response to this RFQ, offeror acknowledges it understands and will comply with the RFQ specifications and requirements.

Type of Entity (e.g., corporation, LLC, etc.)

Phone Number:

E-mail Address:

FAX Number:

**DESIGN BUILD TEAMS MUST RETURN THIS COVER SHEET WITH RFQ RESPONSES**

## **REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN BUILD CONSTRUCTION SERVICES**

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The Flathead County Board of Commissioners is requesting Statement of Qualifications from design build teams interested in providing architectural design, engineering and construction services to Flathead County pursuant to the requirements of Section 18-8-501 *et seq.*, M.C.A., for alternative project delivery contracts. After evaluating the responses to the request for qualifications, it is intended that a request for proposals will be sent to each respondent that meets the qualification criteria specified in the request for qualifications. Services needed include design, engineering, construction plans, construction management and construction for the Flathead County Justice Center Adult Detention Facility Addition project. The project includes remodeling space previously utilized as offices on the second floor of the Justice Center; converting the space into additional inmate housing for the Adult Detention Facility. Project construction will occur within the Flathead County Justice Center located at 920 South Main Street, Kalispell, MT.

**RFQ Submittal Terms:** The Single Point of Contact (SPOC) for this solicitation is:

Whitney Aschenwald, Flathead County Commissioners Office  
800 South Main Street, Rm. 302, Kalispell, MT 59901  
(406) 758-2467, waschenwald@flathead.mt.gov

- There is a mandatory pre-statement meeting for this project onsite. The meeting will be held at **2:00 p.m. on August 17, 2016**. Attendants should meet in front of the Justice Center at 920 South Main Street, Kalispell, MT.
- Questions about this RFQ must be submitted via e-mail or in writing to the SPOC by **5:00 p.m., August 18, 2016**. No additional RFQ questions will be addressed after this date. A response addendum listing all questions received and Flathead County's responses will be posted by 5:00 p.m., **August 19, 2016** on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/>
- **Statements must be submitted to the SPOC no later than 8:30 a.m. on August 24, 2016.**
- **Six (6) copies** of the RFQ response statement must be submitted as well as **one (1) electronic disk copy**.
- Please label outside of response package envelope as: ***RFQ Response-Adult Detention Facility Addition***.
- Statements are scheduled for opening by the Board of Commissioners at **10:30 a.m., August 24, 2016** in the Commissioners Chambers.
- Qualified design build teams will be sent a project RFP and requested to submit a full proposal. The RFP will request a detailed project design and a not-to-exceed price including architecture, engineering and construction expenses. The RFP will contain specific proposal deadlines but it is anticipated that the full project proposals will be due to the County towards mid-September 2016.
- The Notice of Award is intended for the end of September 2016.

## **REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN BUILD CONSTRUCTION SERVICES**

### **TARGET SCHEDULE OF EVENTS**

<b>EVENT</b>	<b>DATE</b>
Mandatory Onsite Meeting	August 17, 2016
Deadline for Receipt of Written Questions on RFQ	August 18, 2016
RFQ Question Responses Posted on County Website	August 19, 2016
RFQ Statements Due to Commissioners Office	August 24, 2016
Intended Date for RFP to be sent to Qualified Respondents	August 26, 2016
Intended Date for RFP Proposals Due to Commissioners Office	September 15, 2016
Intended Date for Contract Award	September 28, 2016
Intended Date for Construction Commencement	October / November 2016
Intended Date for Project Completion	Spring 2017

### **BACKGROUND INFORMATION**

Flathead County's Adult Detention Facility is located within the Justice Center building at 920 South Main Street in Kalispell, MT. Overcrowding of the detention facility has reached a critical level. The Adult Detention Center was originally constructed to house 67 inmates but now regularly houses 120+ inmates.

Until recently, the Flathead County Attorneys utilized office space in a portion of the second floor of the Justice Center. In early July, the County Attorneys moved their offices to a different building on the Flathead County Campus, freeing up a space on the second floor of the Justice Center. This space shares a common wall with the existing Adult Detention Facility.

In order to alleviate some of the problems associated with the overcrowding of the detention facility, Flathead County Commissioners plan to remodel the vacated County Attorney space to provide additional inmate housing, connecting the space to the existing detention facility.

In June 2016, CTA Architects Engineers and Reilly Johnson Architecture teamed up to provide a preliminary design for the Adult Detention Facility Addition. The design created two dormitory style housing units within the space previously occupied by the County Attorneys. This design created space for an additional 36 hard beds. The preliminary design is provided as an attachment to this RFQ as a reference only.

Due to the extreme overcrowding and the need for additional space, Flathead County would like to move forward with this project as quickly as possible. To help facilitate a fast project timeline, Flathead County determined that an alternative project delivery method be utilized. Flathead County is requesting Statements of Qualifications from design build teams for

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architectural design, engineering and construction services to complete the addition to the Adult Detention Facility.

### **SCOPE OF WORK FOR DESIGN BUILD CONSTRUCTION SERVICES**

The services to be provided will include architectural and engineering services, construction and construction oversight for the Adult Detention Facility Expansion project. The scope of work includes remodeling the portion of the second floor of the Justice Center that was previously used as the County Attorney office space to provide additional inmate housing for the Adult Detention Facility.

A preliminary design completed by CTA Architects Engineers and Reilly Johnson Architecture created two additional dormitory housing units that would add an additional 36 beds to the facility. The preliminary design completed by CTA and Reilly Johnson is provided as an attachment to this RFQ as a project reference. The original floor plans for the Justice Center are also attached as a reference.

The design build team will be expected to design and construct additional inmate housing by remodeling the empty space within the second floor of the Justice Center, creating an addition to the existing Adult Detention Facility. Project designs are expected to incorporate elements tailored specifically for detention facilities to improve utilization and safety for the inmates, officers, and public. The Adult Detention Facility is a functioning jail and needs to maintain operational throughout construction. Critical sequencing is important during the course of construction to provide a fast project timeline while also keeping the existing detention center up and operational.

The following will be required:

- Design, engineer and construct additional inmate housing units for the Adult Detention Facility;
- Provide an industry standard design-build contract as basis for project contract with Flathead County;
- Work with Flathead County to determine most appropriate final design;
- Work with Flathead County to ensure all project requirements are satisfied including funding requirements;
- Conduct a pre-construction conference and work with Flathead County to issue the notice to proceed;

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- Provide construction engineering including regular on-site supervision of construction work, facilitating and recording construction meetings, construction administration and preparing inspection reports;
- Assure project compliance with all federal and state labor standards as applicable, including reviewing payroll reports to assure compliance with prevailing wage requirements; assuring that required equal opportunity, labor standards, and wage determinations have been posted; and conducting regular on-site interviews with a representative sample of construction personnel (working for any contractors and/or subcontractors) to assure compliance with federal Davis-Bacon and or state prevailing wage labor standards;
- Assure project compliance with all federal and state environmental requirements as applicable;
- Provide quality control to ensure the contractor and subcontractors are providing materials, labor and products consistent with what is identified in the design and specifications;
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards;
- Review and approve all contractor requests for payment and submit approved requests to Flathead County for payment processing;
- Provide one complete set of as-built, reproducible plan drawings to the County upon project completion; and
- Conduct final inspection and testing.

Section 18-2-501 *et seq.*, M.C.A., for alternative project delivery contracts, states that under a design-build contract, the designer-builder assumes the responsibility and the risk for architectural or engineering design and construction delivery under a single contract with the owner.

### STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

#### **Statement Submittal:**

Design build teams are solely responsible for all costs incurred in the preparation and submittal of the RFQ. Respondents should submit six full copies of their RFQ response statements and one electronic disk copy to the single point of contact for this solicitation by **8:30 a.m., August**

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**24, 2016. No late, faxed, or email statement submittals will be accepted.** Questions about the RFQ must be submitted via e-mail or in writing to the single point of contact on or before 5:00 p.m., August 18, 2016. A Response Addendum listing all questions received and Flathead County's responses will be posted by 5:00 p.m., August 19, 2016 on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/>. It is the responsibility of each design build team to check the website if they are interested in the questions received and the responses provided by Flathead County.

Subject to exceptions provided by Montana Law, all information received in response to this RFQ, including copyrighted material is public information. Responses will be made available for public viewing and copying shortly after the statement due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFQ responses for interested parties to review during regular business hours at the County Commissioners Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of the RFQ, one will be provided on a disk for a charge of \$1.00 per disk copy.

### **Statement Content:**

Statements should demonstrate that the design build team has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFQ. The following information should be provided for each firm of the design build team. Responses should include:

- 1) Legal name, address, telephone number and principal contact e-mail address for each firm of the design build team;
- 2) The principal(s) of the firm and their experience and qualifications;
- 3) Identify the specific individual(s) that will be assigned to this project from each firm and provide their experience and qualifications;
- 4) A description of the design build team's prior experience, including similar work related to this project and work related to Flathead County;
- 5) A description of the design build team's current work activities and how these will be coordinated with the project, as well as the design build team's anticipated availability during the term of the project;
- 6) The proposed work plan and schedule timeline for activities to be performed including architecture, engineering and construction timelines;
- 7) A minimum of three references that are knowledgeable regarding the design build team's recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services

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provided, including dates of service. These references may be contacted to verify a design build team's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for statement disqualification);

- 8) Provide support showing the project has significant schedule ramifications and using the alternative project delivery contract is necessary to meet critical deadlines by shortening the duration of construction, the design process will contribute to significant cost savings, and the project presents significant technical complexities that necessitate the use of an alternative delivery project contract.

### **Evaluation Criteria:**

Statements will be evaluated and scored according to the following factors:

- 1) Overall quality of the Statement of Qualifications – 15%
- 2) The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 15%
- 3) The design build team's capability to meet time and project budget requirements and the availability of personnel to respond and provide services in a timely manner– 20%
- 4) Consultant Location – 5%
- 5) Present or projected workload that would affect completion of the project – 15%
- 6) Related experience on similar projects – 20%
- 7) Recent or current work related to Flathead County – 10%

## **DESIGN BUILD TEAM SELECTION PROCESS**

Upon receipt of responses, selection committee members will evaluate all responsive Statement of Qualifications and assign scores based on the stated evaluation criteria provided in this RFQ. All design build teams that are qualified and meet all requirements described in the RFQ will be sent a RFP and invited to submit a full project proposal. The RFP will contain its own unique weighted scoring criteria. The RFP will be scored independently from the RFQ. Highest ranking design build teams may be asked to attend an interview or Flathead County may opt to open direct negotiations with the design build team that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to bring related examples of work, detailed design information and any other pertinent project information. Contract negotiations will commence with the highest-ranked design build team. If an appropriate agreement cannot be reached with the highest-ranked design build team, the

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second-ranked team will be approached, and so on. Unsuccessful design build teams will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves architectural and engineering design, construction plans, construction management and construction on the Flathead County Justice Center Adult Detention Facility Addition project and no future work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected design build team as long as the increase is within the team's ability. Payment and contract terms will be negotiated with the selected team. Design build teams interested in contracting with Flathead County are minimally required to provide independent contractors insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of workers compensation coverage (or an independent contractor's exemption certificate).

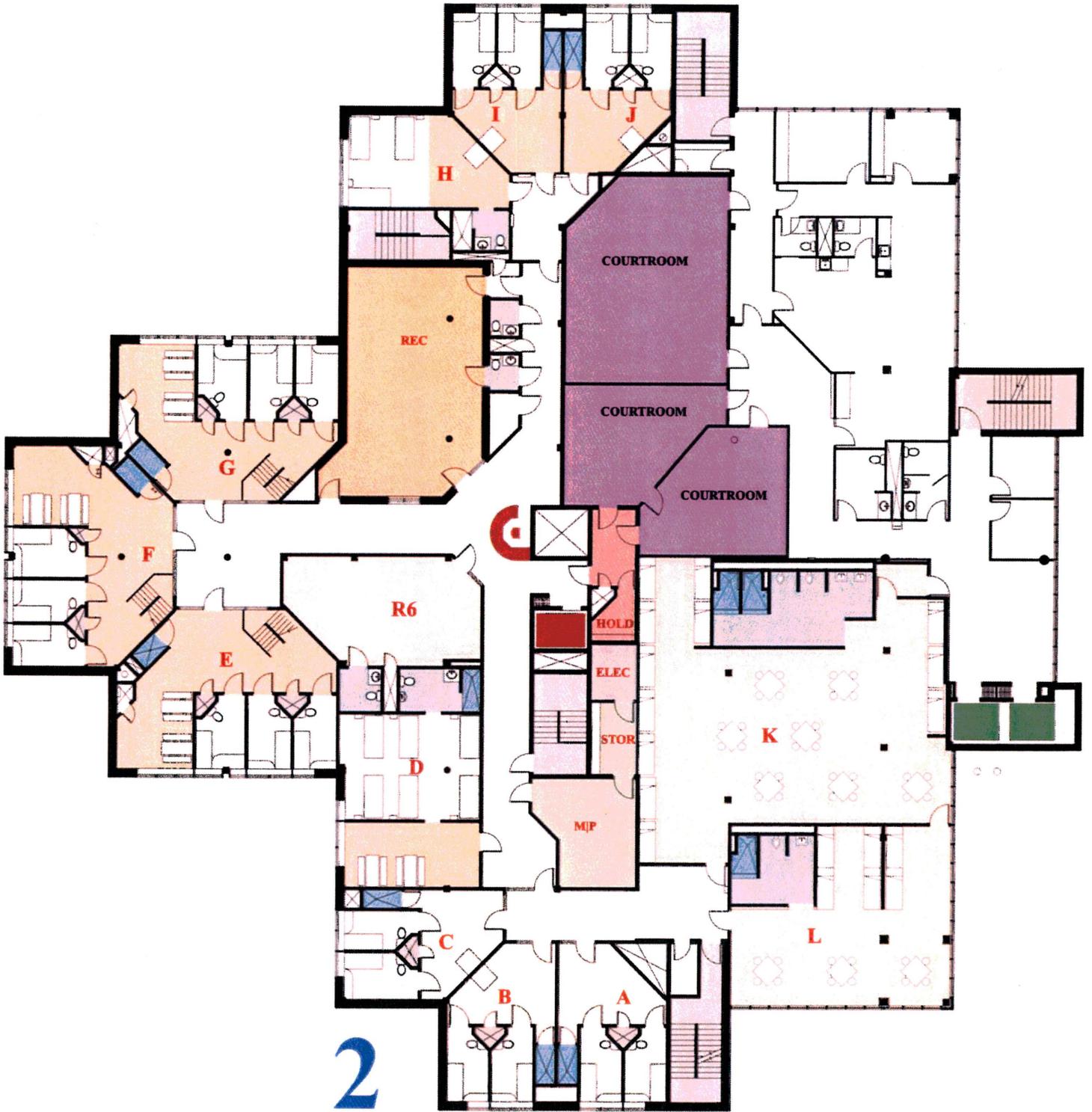
In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by the County to award and execute a contract. Upon a determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ;
- Reject any or all statements received in response to this RFQ;
- Waive any informalities or irregularities in the statements;
- Determine at any time whether a statement is unresponsive in any manner;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.



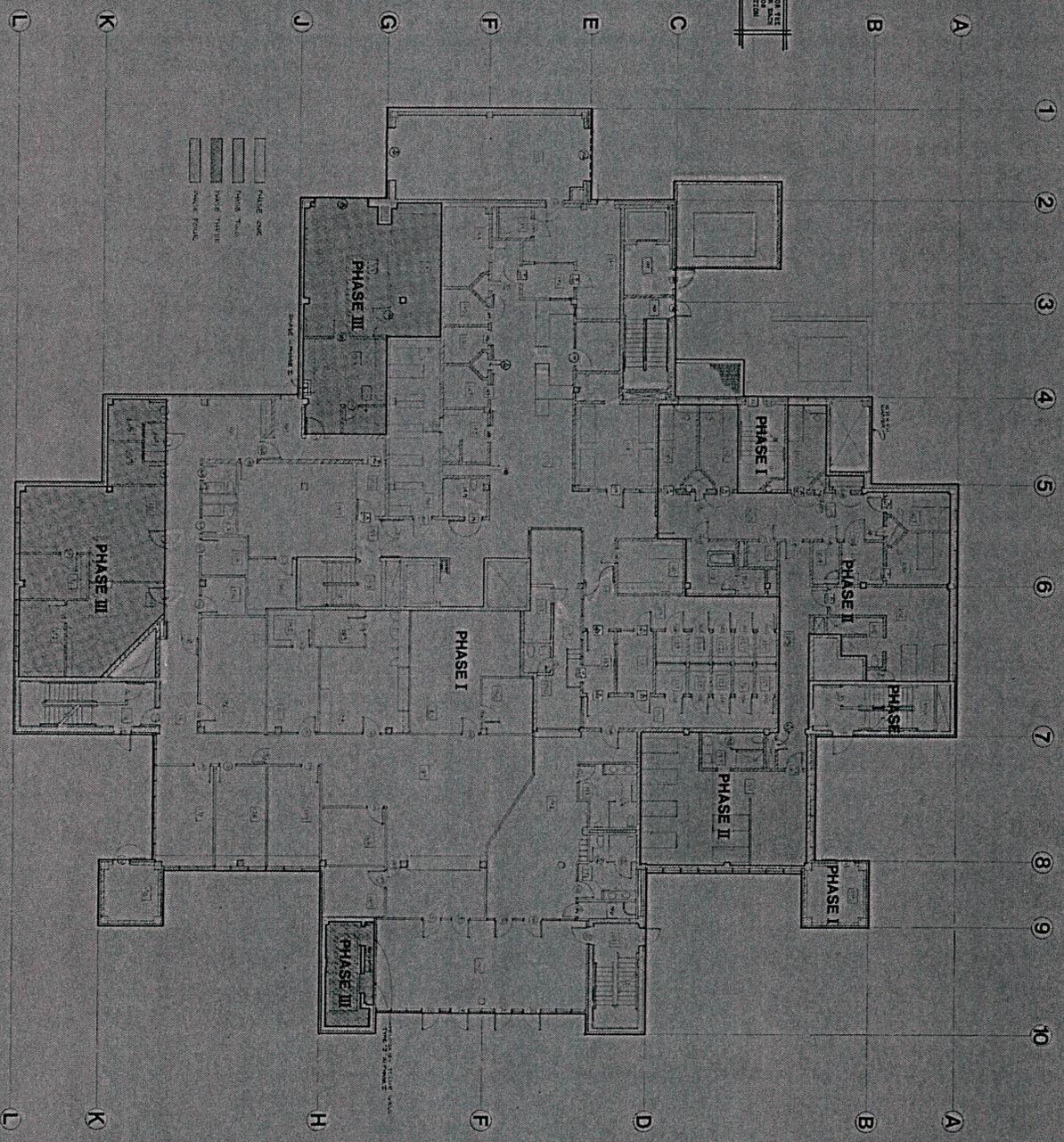


**FLATHEAD COUNTY, MT. DETENTION CENTER**  
 REMODEL OF ATTORNEY SUITE FOR DORMITORY HOUSING

22 JUNE 2016

CTA ARCHITECTS ENGINEERS. KALISPELL + REILLY JOHNSON ARCHITECTURE. DENVER

PHASE I  
PHASE II  
PHASE III



FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"

SHEET NO:  
**A 3.7**

JOB NO.:  
84-115

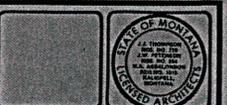
DATE:  
June 1985

**1st FLOOR PLAN PHASING**

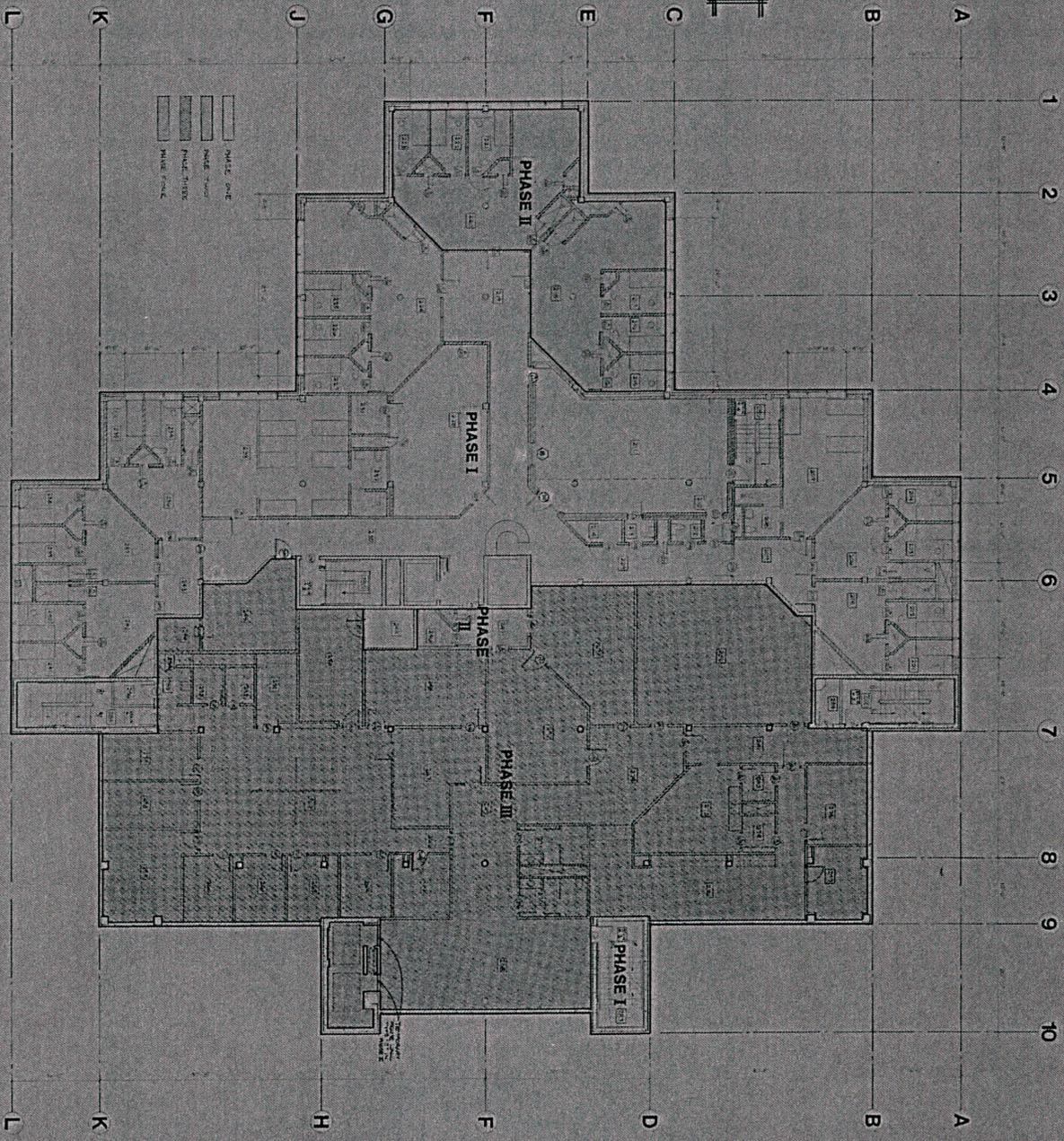
**FLATHEAD COUNTY  
CRIMINAL JUSTICE CENTER**  
KALISPELL, MONTANA

**Architects  
Design  
Group**

TAYLOR • THON • THOMPSON • PETERSON • A.I.A.  
Number One Summit Plaza  
Kalispell, Montana 59901 406-257-7125



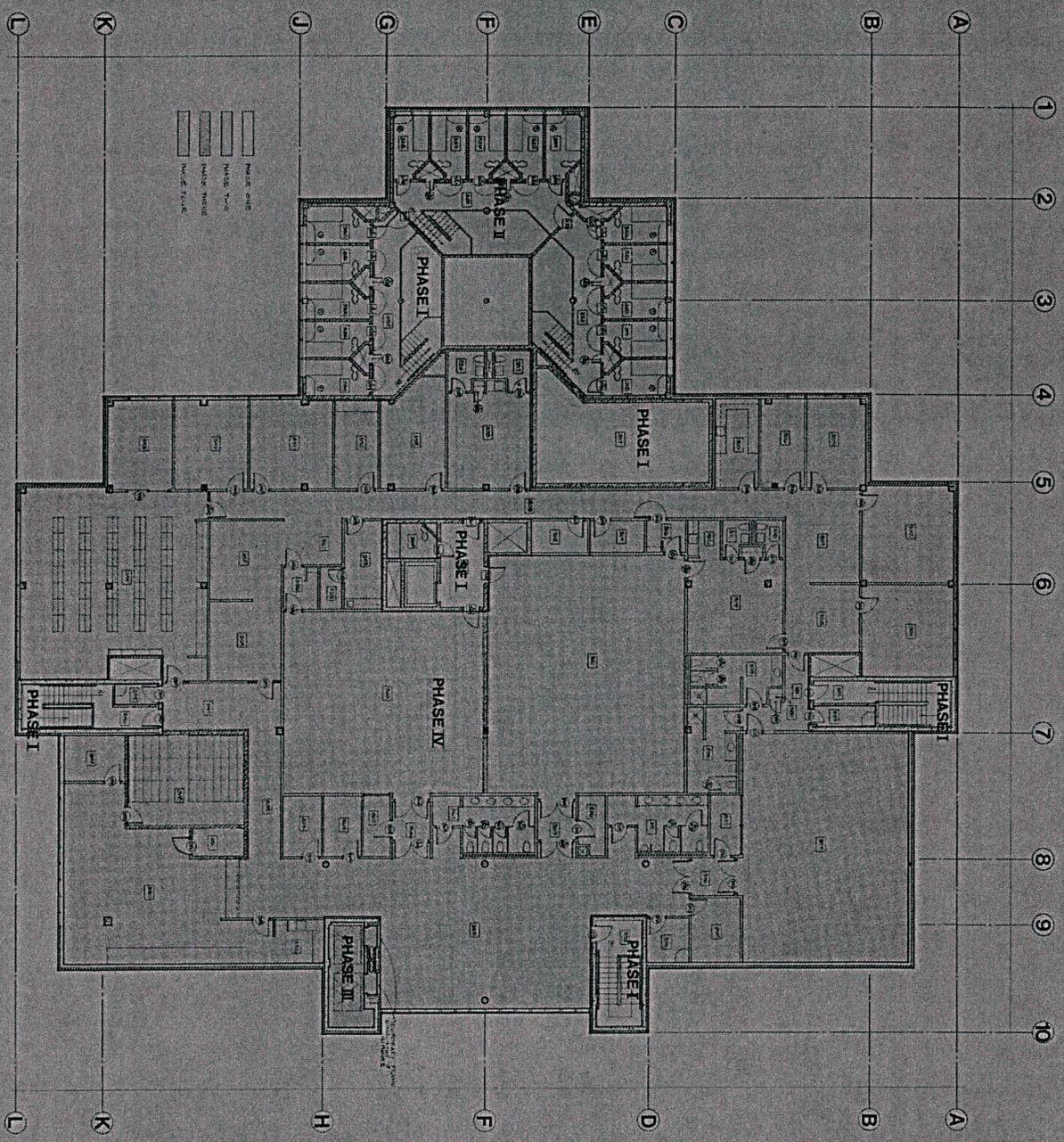
NOTE: ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE AND ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS AND ORDINANCES.



SECOND FLOOR PLAN  
SCALE 1/8" = 1'-0"

SHEET NO. <b>A 3.8</b>	JOB NO. 84-115	DATE June 1985	2nd FLOOR PLAN PHASING	<b>FLATHEAD COUNTY CRIMINAL JUSTICE CENTER</b> KALISPELL, MONTANA	 <b>Architects Design Group</b> Richard J. Thon Raymond A. Thon James J. Thompson John W. Peterson Michael A. Adamson Eric F. Lutz, A.S.A. TAYLOR • THON • THOMPSON • PETERSON • A.I.A. Number One Sunset Plaza Kalispell, Montana 59901 406-253-7125	
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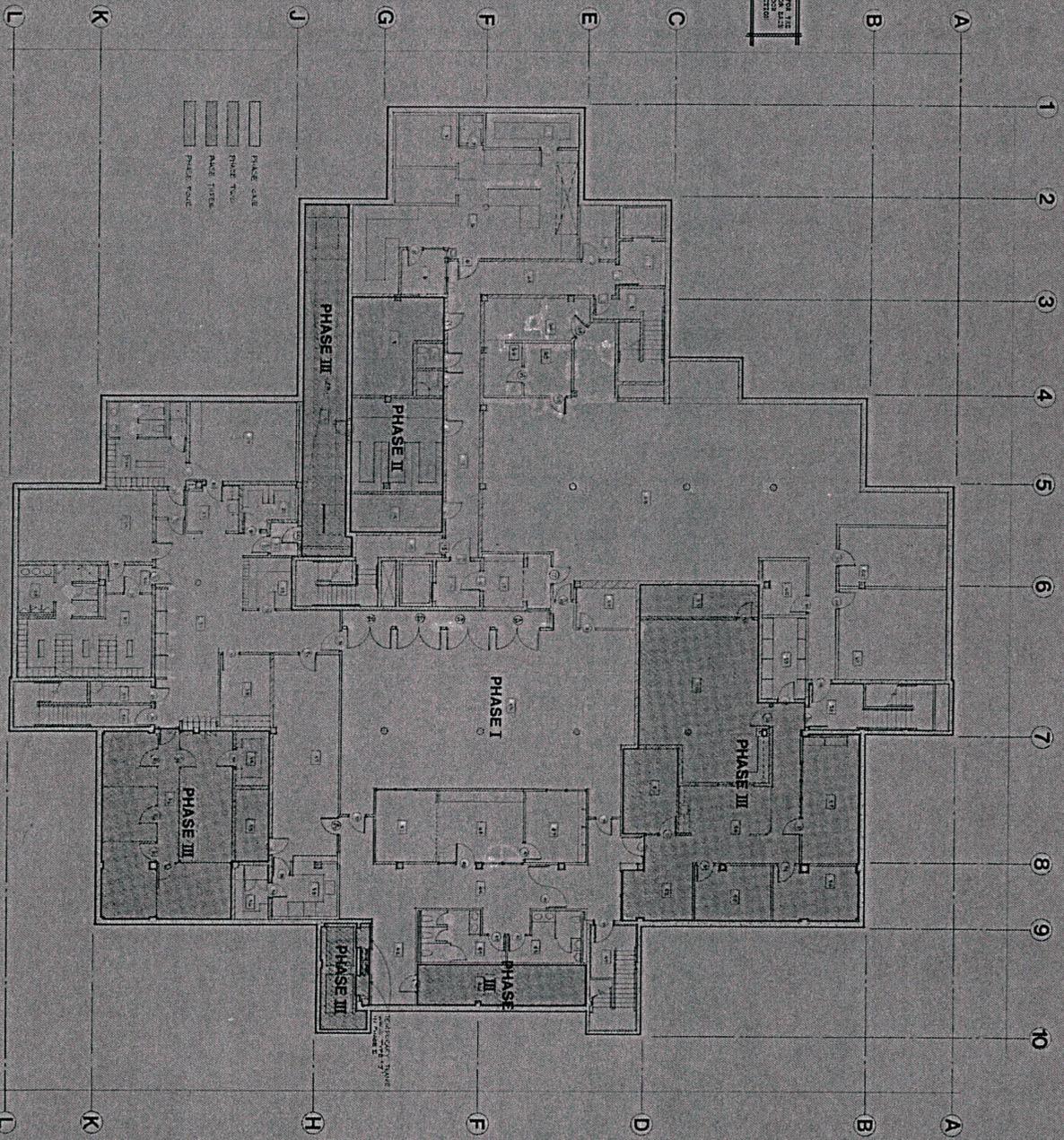
NOTE: PHASING PLAN IS SHOWN FOR THE  
 PORTION OF THE CENTER FOR WHICH  
 THE PLAN IS BEING SUBMITTED FOR  
 CONSTRUCTION.



THIRD FLOOR PLAN  
 SCALE 1/8" = 1'-0"

SHEET NO. <b>A 3.9</b>	JOB NO. 84-115	DATE June 1985	<b>3rd FLOOR PLAN          PHASING</b>	<b>FLATHEAD COUNTY          CRIMINAL JUSTICE CENTER</b> KALISPELL, MONTANA	 <b>Architects          Design          Group</b> Richard L. Taylor Raymond A. Thon James J. Thompson John W. Peterson Marcus K. Ackermann Bruce F. Lutz A.S.L.A. TAYLOR • THON • THOMPSON • PETERSON • A.I.A. Number One Sunset Plaza Kalispell, Montana 59901 406-757-7175	
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NOTE: THESE DRAWINGS ARE THE PROPERTY OF THE ARCHITECTS AND SHALL NOT BE REPRODUCED OR COPIED WITHOUT THEIR WRITTEN PERMISSION FOR CONSTRUCTION AND DETAILS.



**BASEMENT FLOOR PLAN**  
SCALE 1/8"=1'-0"

<p>SHEET NO.: <b>A 3.6</b></p>	<p>JOB NO.: 84 115</p>	<p>DATE: June 1985</p>	<p><b>BASEMENT PLAN PHASING</b></p>	<p><b>FLATHEAD COUNTY CRIMINAL JUSTICE CENTER</b> KALISPELL, MONTANA</p>	<p><b>Architects Design Group</b> TAYLOR • THON • THOMPSON • PETERSON • A.I.A. Richard L. Taylor Raymond A. Thon James J. Thompson John M. Peterson Michael A. Anderson Bruce F. Lutz, A.S.L.A.</p>	<p>STATE OF MONTANA REGISTERED ARCHITECTS</p>
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