

**Request for Qualifications (RFQ)**  
***Architectural and Engineering Services***  
**New Sheriff's Office and County Jail**

Alpena County Board of Commissioners  
720 W. Chisholm Street Suite #7  
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November 30, 2017

**I. Introduction**

Alpena County is requesting a Statement of Qualifications (SOQ) from firms interested in providing architectural and engineering (A/E) services for the design and construction of a new Sheriff's office, jail, and storage building. The project will be funded by a 1 mill assessment that was approved by Alpena County voters on November 7, 2017. The assessment is authorized for 20 years, and is expected to cover all costs of the project including, but not limited to: architectural design; engineering; construction; construction management; financing; and equipment. The millage is also expected to pay for some of the additional cost of staffing for the new, larger facility.

The new facility will be constructed on land owned by Alpena County. A needs assessment was completed in 2017 and the findings were used to inform voters about the millage request. The needs assessment, along with other pertinent information, may be downloaded at:

<http://tbf.me/a/BETUfT>

**II. Anticipated Scope of Work**

The firm that is selected will be expected to execute a contract with Alpena County to provide A/E services for the duration of the project. The commissioners have an interest in securing Construction Management (CM) services, but will not make a decision until the selected firm has the opportunity to offer advice.

Construction bid documents to be developed by the successful firm may require that construction is in compliance with prevailing wage guidelines, and may include a

community benefit agreement to mandate that a certain percent of labor be conducted by Alpena County workers. In addition to architectural and design services, the selected A/E firm will make provisions for engineering services that will be needed, including disciplines such as structural, civil, mechanical, electrical, and environmental.

The selected A/E firm will also be responsible for working with the county to ensure that the county's information technology systems will function efficiently in the facility.

### **III. Selection Criteria**

The A/E firm will be chosen through a qualifications-based selection process. Firms interested in providing services must submit a Statement of Qualifications. Finalists will be asked to provide additional information, including a description of the fee basis for the project.

Each SOQ must address all of the elements described in Section IV, and must conform to the organization and formats that are described.

The preceding list identifies several of the elements that will be considered in the selection process, but it is not intended to limit the Board of Commissioners to consider additional factors in its decision.

### **IV. Submittal Requirements**

In order to review candidates within the stated time frames, the SOQ may not exceed the following (8 ½" x 11") page limitations. Additional material may be included as attachments as needed.

One-page cover letter

One-page Table of Contents

A. General Information (up to 3 pages)

1. Legal company organization
2. Description of firm
3. Certificate of general liability insurance (in appendix)

B. Relevant Firm Experience (up to 7 pages)

1. Relevant A/E experience on Public Safety projects (including reference information), with particular emphasis on jail and prison projects.
2. Relevant A/E experience on other projects (including reference information)
3. Relevant A/E experience working with Construction Managers. Identify

- the Construction Manager for each project and describe how the CM was selected.
4. Relevant A/E experience on projects which maximize energy efficiency, staffing efficiency, and life-cycle cost management.
- C. Team Member Experience and Qualifications (up to 5 pages)
1. Organization Chart of anticipated project team
  2. Brief description of each project team member's role in the project.
  3. Education and resumes for principal members of project team
- D. Use of Sub-Contractors (up to 2 pages)
1. Identify and describe the proposed use of sub-contractors, including the responsibilities to be assigned.
- E. Project Approach and Timeline (up to 4 pages)
1. Brief description of approach to the project if selected and hired by March 10, 2018.
  2. Describe general approach, work plan, and tentative dates.
  3. Explain approach that will maximize both energy and staffing efficiency.
  4. Describe current workload and ability to proceed promptly if selected.
- F. Quality Assurance and Dispute Resolution (up to 3 pages)
1. Provide the firm's approach to dispute resolution once a contract has been signed.
  2. Provide a summary of any litigation, judgments, contract disputes, or claims filed against the firm related to past or current A/E contracts.

Each section of the SOQ should be clearly marked, preferably with tab dividers, to facilitate initial review and comparison to other submissions.

## V. **Planned Timeline for Selection**

The following timeline describes events associated with the selection process.

### 2017

**Nov 28 [Board Meeting] – Finalize and approve RFQ, Appoint Sub-Committee to Review Submissions**

### 2018

January 3, 2018- Proposals due to Board by 4 pm

January 4- Sub-Committee begins review, background checks

**January 23- [Board Meeting]- Board approves finalists**

January 24 to 26- Scheduling of interviews, finalists notified of additional material to be provided prior to interviews

February 8- Additional material due from finalists

February 12 through February 20- Interviews conducted

**February 27 [Board Meeting]- Board makes final selection, authorizes contract to be negotiated**

March 8- Contract executed

March 10- Work begins

Other than the January 3, 2018 deadline, the preceding dates may change as needed at the discretion of the Board of Commissioners. Firms that have identified themselves to the point of contact will receive email notices of any changes.

## **VI. Selection Process**

Each submission will be reviewed by either the Alpena County Board of Commissioners, or a sub-committee assigned by the Alpena County Board of Commissioners. The Board or assigned sub-committee will select an undetermined number of finalists at their own discretion. Finalists will be invited for an in-person interview.

Additional information, including identification of costs/fee basis and financial statements, will be requested of finalists, to be submitted prior to interviews.

## **VII. Submission**

Submissions must be received by the Board of Commissioners by 4 pm, January 3, 2018.

Delivery may be accomplished by:

- a) e-mail to [commissionersoffice@alpenacounty.org](mailto:commissionersoffice@alpenacounty.org)
- b) Mail or hand-delivery to:

Alpena County Commissioners Office  
720 W. Chisholm Street Suite #7, Alpena, MI 49707-2453  
Phone: (989) 354-9500 FAX (989) 354-9648

*Submissions received after this date will not be accepted. No submissions will be opened or reviewed prior to the deadline.*

### **VIII. Point of Contact, and Communication with County Prior to Submission**

Alpena County will not host or require a pre-submission meeting.

The County's point of contact for this RFQ is:

Tammy Sumerix-Bates, Executive Manager  
[commissionersoffice@alpenacounty.org](mailto:commissionersoffice@alpenacounty.org)

Upon request, and as available, Alpena County personnel will be available to meet with firms by phone or in person to answer questions related to the project, provided that:

1. The meetings occur during regular 8:00-4:00 work hours
2. The meetings do not involve provision of a meal, or anything else of value, to county employees and officials
3. The meetings are scheduled for less than one hour
4. Other firms are not discussed.

Due to time constraints, meetings will be handled on a first come, first serve basis and are not guaranteed.

***In order to receive updates and notices that might be issued about this RFQ, firms should notify the commissioners' office of their interest in this project via email at:***

[commissionersoffice@alpenacounty.org](mailto:commissionersoffice@alpenacounty.org)

### **IX. Review of RFQ and Questions**

Interested firms must carefully review this RFQ upon initial receipt. Any questions or concerns must be submitted in writing to:

Tammy Sumerix-Bates, Executive Manager  
[commissionersoffice@alpenacounty.org](mailto:commissionersoffice@alpenacounty.org)

Telephone conversations are not considered official and must be confirmed in writing by the interested party. Questions and answers will periodically be distributed via email to all firms that have expressed an interest to the Board of County Commissioners.

## **X. Disclosure of Proposal Contents**

All SOQ and other material submitted become the property of Alpena County and may be returned only at the County's option. Information contained in the proposals will be disclosed and discussed during the evaluation process. Under Michigan's "Right to Know" laws, public records are required to be open to reasonable inspection. No SOQ's will be opened prior to the January 3, 2018 deadline.

Trade secrets and other proprietary data contained in proposals may be held confidential if the vendor requests in writing that the County does so, and the information is eligible for exclusion under Michigan's Freedom of Information Act. Material considered confidential by the vendor must be clearly identified and the vendor must include a brief statement that sets out the reason for confidentiality.

## **XI. Conflict of Interest**

It is expected that any firm submitting a SOQ shall disclose to the Board of Commissioners any possible conflict of interest, and if so, the nature of the conflict. The County reserves the right to cancel the selection or disqualify any candidates if any undisclosed conflict could either give the appearance of a conflict or cause speculations as to the objectivity of the project. The County's determination regarding any question of conflict of interest shall be final.

## **XII. Preparation Costs**

The County is not responsible for, and will not pay for any costs associated with the preparation, submittal, or presentation of any SOQ.

## **XIII. Arbitration**

The contract negotiated with the selected firm will include provisions for binding arbitration to resolve claims and disputes.

## **XIV. Scope of Contract**

The selected firm will enter into a contract which will encompass the entire agreement of the parties, and will supersede any previous understandings and agreements between the parties, whether oral or written.

**ADDITIONAL INFORMATION IS AVAILABLE AT: <http://tbf.me/a/BETUfT>**

1. "Fact Sheet" and Exhibits from Referendum
2. Notes from Advisory Committee Meetings
3. Prospective Sites and Site Sub-Committee Report
4. Michigan Jail Standards
5. Self-Audit of Alpena County Jail

In addition to the download described above, the **Committee web site** remains active at:

<https://graphicsoakcc.wixsite.com/alpenacojailstudy>

The committee web site has the following materials available for download:

1. Committee Meeting Notes
2. Briefing Papers
  - Data on Jail Occupancy and Inmates
  - Jail Standards Compliance
3. Reference Materials
  - Mackinac County Jail Needs Assessment Report
  - Comparison of Michigan Jail Standards to National Core Jail Standards
  - Existing Facility Presentation
  - Alpena County Jail First Floor Plan
  - Alpena County Jail Basement Floor Plan
  - Alpena County Jail Existing Facility Report
  - Houghton County Mi. Jail Referendum SOURCEBOOK
  - Somerset County Maine Jail Referendum SOURCEBOOK