

**Request for Qualifications
For the
Rockwall County Jail
Space Use/Needs Assessment**

RFQ# 18-01-001

RFQ Due Date: April 6, 2018

Submit RFQ to:

**Rockwall County Auditor's office
Attn: Lisa Constant Wylie
1111 E. Yellowjacket, Suite 202
Rockwall, Texas 75087**

Request of Qualifications for the Rockwall County Jail Space Use/Needs Assessment

Purpose

Rockwall County (County) is seeking Statements of Qualifications from consulting firms for the assessment of the following county facility:

Rockwall County Jail
950 T.L. Townsend Drive
Rockwall, Texas 75087

Respondents to this Request for Qualifications shall be licensed to practice architecture or engineering within the State of Texas. Statements submitted by anyone with license application pending shall not be considered responsive.

Interested firms are invited to submit their responses in conformance with the criteria outlined herein.

Background

The project is to assess whether (1) Rockwall County needs to expand the current jail facility and if so, to what capacity, (2) the County should renovate the current space, or (3) build a new County jail facility.

The current Rockwall County Jail has a maximum capacity of 243 beds. The County intends to redesign/expand existing county jail facility to fulfill its operational needs for the next 15 years.

Scope of Services

The project's central focus will be to provide the County with a facility analysis that provides a recommendation for redesigning and/or expanding the County Jail on the existing site or building a new jail.

Conduct a detailed survey of the existing facility and existing property. The survey shall provide a document indicating, but not limited to, the following:

- a. A detailed overview of the current County Jail facility and its current use;

- b. Any opportunities to redesign/expand jail facilities on existing property to meet the needs of the County;**
- c. Any opportunities to redesign to provide better efficiencies for personnel and existing operational methods/procedures;**
- d. A detailed list of requirements for renovations to existing facility;**
- e. A detailed forecasting of capacity requirements;**
- f. A detailed life cycle and cost analysis of current and future needs of mechanical, electrical, plumbing and roof systems;**
- g. A detailed list of space and operational requirements for an addition to the current facility;**
- h. A compilation of existing staffing needs and of future needs;**
- i. A compilation of existing operating costs and of future costs;**
- j. Estimate cost of the project in stages: how cost by number of additional inmate beds/areas, also show number of years that each stage would accommodate the County's future growth;**
- k. Provide a cost estimate for any recommended capital equipment for facility improvements/expansion;**
- l. Provide an estimate of employee needs for each additional space/expansion;**
- m. Indicate any special site requirements for the facility (i.e. lighting requirements, loading zones, employee vs. public parking);**
- n. Provide a summary of total number of parking spaces required for the facility;**
- o. Recommend the project delivery method pursuant to chapter 271 of the Texas Local Government Code, which best fits construction of improvements/expansion to the County Jail (i.e. Design-Build, Construction Manager at Risk, etc.)**

RFQ Submittal Requirements

RFQ must be received on or before 10:00 a.m., April 6, 2018, addressed to:

**Lisa Constant Wylie
Rockwall County Auditor
1111 E. Yellowjacket Lane, Ste. 202
Rockwall, Texas 75087**

Statement of Qualifications submittals shall be plainly marked on the outside of the envelope as follows: 18-01-001 Rockwall County Jail Space Use/Needs Assessment due April 6, 2018.

To be considered for selection, a firm must submit (1) original and eight (8) copies of your Statement of Qualifications, along with a Conflict of Interest Questionnaire and a W-9. If selected, a Form 1295 will be necessary prior to a contract being completed.

Qualifications received after the date and time indicated above will not be considered. The Commissioners Court reserves the right to reject any and all qualifications and to waive informality, technical defect or clerical error in any qualification as determined to be in the best interest of the County. All costs incurred in the preparation of the qualifications will be borne entirely by the vendor. Anything submitted to the County becomes the property of the County and as such, becomes public record. Any information that a vendor wishes to keep confidential should be notated as such in red on each page the vendor believes is confidential.

By submitting a response to this RFQ, each vendor acknowledges by initialing each page of this RFQ (as marked in the lower corner of each page) that he/she has read and fully understands this RFQ and has asked questions and received satisfactory answers from the County regarding any provisions of this RFQ with regard to which clarification was desired.

The submittals shall be valid for no less than a period of ninety (90) days after the stated deadline.

Any questions related to the scope of services or questions concerning the submittal of a Statement of Qualifications should be directed to First Assistant County Auditor Allana Mitchell at amitchell@rockwallcountytexas.com. No questions or requests from a proposed vendor will be considered unless it was directed to Allana Mitchell.

Qualifications Information

Vendors to be considered must submit a Statement of Qualifications that should contain a minimum of the following:

1. **Contact information**
 - a. Name of vendor/firm
 - b. Complete address
 - c. Contact person including contact's title
 - d. Telephone number
 - e. Fax number
 - f. Email address

2. **A Statement that responds to the Scope of Services. Describe what you perceive to be the best course of action to fulfill the needs of the County Jail for its current and future use.**

3. **Brief history of your firm**
 - a. Provide a description of the firm including years in business, total number of employees, type of projects highlighting any specialization, number of locations of offices, type of organization (i.e. corporation, partnership, other) with names of owners/partners/principals, and any other general information
 - b. Provide an organizational chart of your firm
 - c. Whether your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If so, explain any foreseen impact.

4. **Financial & Insurance information**
 - a. Provide a statement of financial stability of the firm
 - b. Is your firm currently in default on any loan agreement or financing agreement? If yes, specify details and circumstances and any prospect for resolution
 - c. Provide information to your General Liability Insurance and your Professional Liability Insurance, including name of carrier, contact information, coverage limits and deductible

5. **Legal**
 - a. Has your firm ever failed to complete any work or meet any deadlines? If so, please provide details.
 - b. Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers? If so,

please provide details such as cause numbers and opposing parties.

- c. Has your firm filed any lawsuits or requested arbitration with regards to design contracts within the last five (5) years? If so, please provide details such as cause numbers and opposing parties.
- d. Explain the circumstances and outcome of any litigation, arbitration or claims filed by or against your firm.

6. Personnel

- a. List the professional and support positions and number of personnel in each position
- b. List the names of your firm's partners/principals.
- c. Has any member of your team had their license suspended for any reason? If so, please explain the circumstances.
- d. Provide resumes of all personnel who would be committed to this study/project.
- e. Provide the name of three (3) clients with whom each committed personnel from your firm has worked on a similar study/project.
- f. List professional services outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
- g. Explain any relationship (relative, business associate, financial, or any kinship) that exists between your firm and any County employee, department head, appointed official or elected official.

7. Representative Projects

- a. Submit a list of all jail related projects your firm has completed or currently has in progress and the status of each.
- b. For your last five (5) jail studies/projects, provide the following:
 - 1. Name of project;
 - 2. Client contact;
 - 3. Size (square footage);
 - 4. Owner's budget;
 - 5. Completion date; and
 - 6. Photos.
- c. Describe your firm's expertise.

8. Schedule

- a. Describe your timeline for completing this project
- b. List all documentation and information your firm will require from the County to perform your assessment.

Evaluation Criteria

Past record of performance	20 points
Staff experience and qualifications	15 points
Evidence of understanding the Scope of Services	15 points
Capacity and capability of the firm to perform	20 points
Responses from references	20 points
Responsive to the RFQ	10 points

Selection

The Rockwall County Commissioners Court may require vendors to make additional presentations and or require submittal of further documentation to support their expertise and capabilities.

Contract Negotiations

Negotiations will begin with the firm determined by the Commissioners Court to be most qualified for the study/project. If an agreement cannot be reached with the selected firm, the County will formally end negotiations and enter into negotiations with the next most qualified vendor. This procedure will continue until a suitable agreement is reached and a contract is awarded. The Commissioners Court will make the final selection and approve the proposed contract.

Certification

The following statement shall be completed by an Owner, Officer or Principal of the firm to accompany the submittal:

The information contained herein is true and accurate to the best of my knowledge. Further, the signature below certifies that the Statement of Qualifications has been completed with no consultation, collaboration or conversation with other vendors competing on this project:

Name of vendor submitting Qualification Statement

Signature of Owner, Officer or Principal

Printed Name

Title

Date

Any effort to influence any employee, department head, appointed official or elected official are grounds to void a potential or current contract with Rockwall County.