CASS COUNTY
GOVERNMENT

REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL SERVICES

A. Purpose
The purpose of this "Request for Proposal" (RFP) is to solicit professional architectural firms (hereinafter called "Consultants") for Cass County Space analysis and feasibility study.

The Selection Committee will review the Proposals and make a recommendation to the Cass County Commission based upon an evaluation of the criteria listed below in section L Consultant Evaluation.

A presentation by the Consultants to the Selection Committee may be required prior to a final recommendation. Final approval of a design consultant will be made by the Cass County Commission.

B: Background: The Cass County Commission wishes to be provided with recommendations and cost estimates to satisfy future space needs for several functional areas of the Cass County Sherriff's Office. The finished report is intended to be used as a blueprint by the Commission for future planning and budgeting purposes. The study will be performed under the supervision of Commission designated Cass County Building Committee.

C: References:

1. 2013 Juvenile Detention Facility, Alternative Sentencing Center, County Coroner's Office and Patrol/investigations space report prepared by the Cass County Sheriff's Office
2. 2009 Cass County Courthouse Space Needs Analysis

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D: Scope of Services and Study budget:

The scope of work for the space needs analysis will included, but not be limited to, the following items:

1. Overview of existing spaces of the Juvenile Detention Facility including the Juvenile Courtroom, Alternative Sentencing practice/space, Patrol/investigations space, and County Coroner's Office.
2. Data gathering and analysis
3. Forecasting inmate populations and staff levels for at least the next 20 years
4. Project cost for future facility
5. Prepare and present a master plan to include possible phasing options
6. Provide a report in draft form to building committee members for review and approval prior to submission of the final report to the Cass County Commission.

The current budget for the study phase of this project is $50,000.

E. Agreement
The Consultant selected to provide the above-referenced services will be expected to enter into a contract with the Cass County Commission using standard AIA Standard Form of Agreement between Owner and Architect.

F. Insurance
The Consultant shall maintain a minimum Professional Liability Coverage in a minimum amount to be negotiated.

G. Rejection of Proposals
The County has the right to reject any and all of the responses received as a result of this RFP.

H. Incurred Cost
The County will not be liable for any cost incurred by the Consultant for any work performed through and including the execution of a contract for professional services, prior to the execution of a contract.

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I. Compensation
The fee for the Design Phase and Construction Phase shall be based upon hourly labor and overhead cost plus a fixed fee with a not to exceed total amount for the contract. Members of the Cass County Building Committee the selected consultant will formalize the scope of services and negotiate a fee.

J. Schedule Dates
The following is an anticipated schedule for the RFP process and is subject to negotiation. The County of reserves the right to modify any part of this schedule:

1. Advertise Request for Proposal March 31st, 2014
2. Proposal Due April 18, 2014 (3:00 p.m. local time)
3. Presentations (if Required) April 21st - 25, 2014
4. Consultant Selected April 28th, 2014
5. Contract Negotiations conclude May 2nd, 2014
6. Award Contract May 5th, 2014
7. 1st Draft of Study and Cost Estimate submitted July 1st, 2014
8. Study completion July 25, 2014

K: Responses
To be considered, Six (6) copies of the proposal must be submitted to the Cass County Administrator's Office, not later than 3:00 p.m. April 18, 2014, and should be addressed as follows:

Keith Berndt
Cass County Administrator
211 Ninth Street South, PO Box 2806
Fargo ND 58108

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L. Consultant Evaluation
Proposals should be complete but concise. Consultants will be evaluated on the following information:

1. Related Project Experience
Provide a list of related project experience with pertinent project information. Provide the name of the project manager for each similar project completed.

2. Personnel Assigned to Project (Project Team)
Provide the name of the project manager to be assigned this work along with a description of their experience and expertise. Also, list the names of other key members of the project team and sub-consultants, along with their experience and expertise.

3. Understanding of and approach to the Study
Provide a brief statement as to the Consultant's understanding of the project. Discuss the proposed planning, organization and management tools to be used to control schedule and costs.

4. Availability of proposed individuals to meet the study time requirements
Discuss the firm's current workload and ability of the individuals to be assigned to meet the schedule requirements.

5. Ability of the firm to perform future design work if the project moves forward
While the firm's ability to perform future design work will be considered, Cass County makes no representation that the study will result in a future project or that the study firm would be awarded a potential future design contract.

6. Location of the Firm
Firms located in close proximity to Fargo may be given preference.

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M: Proposal contents

Proposals shall be submitted to:

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Keith Berndt
Cass County Administrator
211 Ninth Street South, PO Box 2806
Fargo ND 58108
berndtk@casscountynd.gov

1. Each proposal shall contain a cover letter signed by an authorized officer who can sign contracts for the firm. The pages of the cover letter will not be counted as a part of the pages.
2. The proposal pages shall be numbered and must be limited to 5 pages in length. Proposals that exceed the page length requirement will not be considered. This section should contain your understanding and approach to the project.
3. The consultant's proposal shall include an appendix. The pages in the appendix will not be counted as a part of the pages. The appendix shall include the following:

    a. Identify the key project personnel (including titles, education, and work experience) and the respective roles and responsibilities for the project.

    b. Sub-consultants and associated activities to be completed by the sub-consultants. For the sub-consultants also identify the key project personnel (including titles, education, and work experience) and the respective roles and responsibilities for the project.

    c. Listing of similar projects completed

    d. 3 References