

January 23, 2019

# Custer County Justice Center

## Conceptual Design Plans and Rendering

Custer County Board of County Commissioners  
205 South Sixth Street  
Westcliffe, Colorado 81252

### 1. Project Goals

The Custer County Board of County Commissioners (BOCC) seeks to retain an Architectural Firm to develop conceptual design plans, a conceptual building rendering, and a cost estimate for a new Custer County Justice Center (hereafter referred to as the Project). The purpose of this Request for Proposal (RFP) is to obtain relevant information, credentials, qualifications, experience and a proposed Project Approach from interested architectural firms to inform the Board for selection of an Architect for the Project.

### 2. Scope of Work

The design should follow the guidelines in the attached needs assessments for the Court facilities, Detention facilities, and Sheriff's facilities (Attachment A and Attachment B) but should also evaluate the provided needs to verify they are accurate. The design should be a one-story facility on a county owned 6.68-acre building site that can be constructed in phases if necessary, as well as the ability to expand in the future if needed. The design should be architecturally pleasing and should fit in with the existing community. Building cost estimates should consider county resources to fund the project. This would include realistic goals for completion of the total building or a phased in construction approach. The total size of the Justice Center is estimated at 33,922 Square Feet to include Sheriff, Detention and Courts with a single point of public entry for security screening. The selected firm will evaluate the building site for compliance, right of way, building orientation and parking.

### 3. Target Deliverable Schedule

The following table gives a rough estimate of the timeline for the Project:

<b>Date</b>	<b>Activity</b>
12/2018	Grant Awarded
1/2019	Request for Proposal Published
3/2019	Selection of Design Services by BOCC
6/2019	Preliminary Design Complete
7/2019	Present Design to Community/Get Feedback
8/2019	Final Design Complete

The RFP schedule is as follows:

<b>Date</b>	<b>Activity</b>
1/23/19	Publish RFP for Architectural Services
2/15/19	Deadline for Submission of Questions
2/22/19	Deadline for Response to Submitted Questions
3/1/19	<b>Deadline for Submittals (4:00PM in the office of the BOCC)</b>
3/20/19	Oral Presentations/Interviews (if necessary)
3/29/19	Award of Contract
8/30/19	Completion Deadline

### 4. Existing Resources

Needs assessments for the Sheriff/Detention and Court facilities have been done and are included as Attachments A & B, but we would like to verify the validity/accuracy of these estimates. Custer County has purchased a piece of commercial property adjacent to the existing facilities that is 6.68 acres in size and has all the infrastructure available for hook up: water, sewer and electric. In addition, there will be no need for pedestrian walkovers as the property is contiguous.

## 5. Evaluation Metrics

The Custer County BOCC will evaluate bidders and proposals based on the following criteria:

Criteria	%	Value
Qualification/Certifications of Firm	20	
Relevant Experience/Similar Projects	20	
Demonstrated Understanding of Proposal	10	
Project Approach	20	
Ability to Meet Deadline	5	
References	15	
Project Bid	10	
<b>Total</b>	<b>100</b>	

## 6. Submittal Requirements

The Custer County BOCC is soliciting responses from qualified Architectural Firms interested in being considered and evaluated for the Project. The RFP response shall include the following information and shall be organized as follows:

### **Cover Letter**

### **Table of Contents**

- **Firm Overview**

Provide concise details of your Firm which includes information describing size, services you provide, credentials, qualifications and expertise, office location and specific experience in judicial facility programming, planning and design.

- **Relevant Experience**

Provide specific examples of relevant judicial / detention facility (minimum 3) projects of similar scope and complexity the Firm has completed in the last five years including LEED certified projects. Please provide a detailed description of the specific role and services your firm played within each project. Include Client references for each Project submitted. Provide specific experience with the Construction Manager / General Contractor (CM/GC) delivery process completed in the past five years. Include CM/GC references for each project submitted.

- **Major Consultants**

Provide a concise description of the major consultants to be used on this Project as well as examples of their relevant judicial / detention facility experience. Provide examples of any previous teaming your firm has completed with major consultants you are proposing.

- **Current Workload**

Provide a description of projects undertaken by your firm that would be concurrent with the timeframe of this Project.

- **Project Team**

Provide an Organization Chart and Resumes for the Key Individuals assigned to this Project. Include names, titles, education, professional credentials, functional role, professional registration and/or associations as well as relevant personal experience.

It is the expectation of Custer County that the individuals noted above will not be changed after the Project is awarded except in unusual circumstances beyond the Firm's control.

- **References**

Include at least three references from public entities where similar services have been rendered. Provide one example of a prior project you completed that simulates this RFP and would be an illustration of the final deliverable to Custer County.

- **Project Approach**

Provide a detailed narrative and proposed schedule describing your specific approach as well as your ability to meet the needs of this Project. Outline your understanding of the Project and identify critical issues based on your Firms' experience. Include your methodology regarding Programming, Design Services, Cost Control, Schedule Control and Value Engineering.

## **Appendix**

Provide any other information - unique capabilities, value-added services, etc. - relevant to Custer County's evaluation of your Firm.

Response information shall be limited to the information requested as noted above.

Custer County will not be responsible for any cost associated with the preparation of the Firms' responses to this RFP.

## **7. Submission of Response**

Responses shall be submitted in a package clearly identified as follows:

**RESPONSE to REQUEST FOR PROPOSAL  
NEW CUSTER COUNTY JUSTICE CENTER**

**The firm shall submit 8 hard copies and one electronic copy of their response to the RFP.**

Firms may not contact any team members, staff or employees of Custer County or other parties involved in this Project. All communication regarding this Project should be directed by email to Lisa Rowe: **[lisa.rowe@judicial.state.co.us](mailto:lisa.rowe@judicial.state.co.us)**.

Please deliver your responses (**in person, UPS or Fed Ex**) to: Custer County Board of County Commissioners, 205 South 6<sup>th</sup> Street, Westcliffe, CO 81252.

(If sent by US Mail) to: Custer County Board of County Commissioners, P.O. Box 150, Westcliffe, CO 81252.

The deadline for submitting a Response is 4:00 PM local time on Friday, March 1, 2019.

Responses will be time-stamped and logged upon receipt. Responses received after the deadline will NOT be considered and will be returned un-opened. All timely and properly prepared Responses will be considered for evaluation.

## 8. Reservations

Custer County reserves the right to reject any and all responses and to waive any informality, technical defects or clerical errors in any Response as the best interest of Custer County may require. Selection procedures will be conducted in conformance with all applicable qualifications-based selection requirements.

## 9. Additional Information

### Questions & Inquiries

Prior to the Deadline for Submission of Questions, applicants may submit written questions to **[lisa.rowe@judicial.state.co.us](mailto:lisa.rowe@judicial.state.co.us)**. Questions will be compiled, and every effort will be made to answer the questions prior to the Deadline for Response to Submitted Questions.

### Addenda

Custer County reserves the right to issue addenda to the RFP at any time as a result of questions, change in schedule or other matters. Such information will be transmitted to all firms and posted on the Custer County website. Custer County also reserves the right to cancel or reissue the RFP.