



Request for Proposal - Architectural/Engineering Services

Vigo County Jail
Vigo County, Indiana
September 6, 2016

PROJECT OVERVIEW

The Vigo County Commissioners are in the process of addressing needed improvements to their county jail system. A recently completed Feasibility Study recommends that a new 528 bed facility be constructed. Many aspects of a potential project are currently being vetted including project scope and cost, funding mechanisms available, and potential sites.

In an effort to further understand the viability and impact of a potential project, the Vigo County Commissioners are requesting proposals from invited A/E firms to provide comprehensive program development and design services.

DESIGN SERVICES

Design services requested as part of this RFP are to be all inclusive resulting in the complete design of the project and shall include, but are not limited to the following:

- Programming
- Site Selection/Evaluation Assistance
- Architectural
- Structural
- Mechanical/Electrical/Plumbing
- Site / Civil
- Landscaping
- Security Consultant (as necessary)

The selected A/E firm will be responsible to assist in coordination with the following services:

- Geotechnical engineering
- Surveying

The recently completed Feasibility Study is available for review to aid in the development of proposals. It is the Owner's intent for the selected A/E firm to validate the Feasibility Study findings and incorporate relevant aspects into the overall design.

A/E SELECTION PROCESS TIMELINE

- | | |
|----------------------------|--|
| • September 7, 2016 | Issue A/ E Request for Proposal |
| • September 21, 2016 | Request for Proposal Response Due @ 11am |
| • September 21, 2016 | Review RFP Responses |
| • September 22 or 23, 2016 | Informal Interviews (if necessary) |
| • September 27, 2016 | Council Approval of Selected A/E Firm |

PROPOSALS

The Request for Qualification response shall address the following items;

1. Office Location - Location of office in charge of project and location of other project team member offices, if applicable. Include authorized representative and contact information.
2. Project Team -
 - o Provide a list of your firm's key personnel that will be assigned to this project. Include resumes for all individuals that will be working on the project. Specifically address each team member's role and responsibility and their relative project experience on similar projects.
 - o Provide an organizational chart of all the key Consultants, their role / scope of design services and the key individuals from the Consultants organization that will be assigned to the project.
 - o Please include information regarding the history of the proposed team working together on past projects.
3. How will you partner with Garmong as the Construction Manager to ensure a successful project? How will you work with Garmong to make sure the project remains under budget?
4. Project Experience - List a minimum of five (5) projects within the last ten (10) years with a similar scope of work and include the following information:
 - Project Name/Description
 - Construction Cost (\$)
 - Square footage
 - Staff and their role
 - Design consultant(s) or sub-consultant(s)
 - Design Schedule (Months)
 - Construction Schedule (Months)
5. Fee – Provide a percentage based or fixed fee including reimbursables for the project. Also, please specify what portion of your overall fee cost would be required to provide design services up to and including schematic phase services.
6. Hourly Rates - Staff reimbursable schedule based on hourly rates.
7. References – Provide named client and contractor references with contact information.

Selection Criteria

It is the intent of the Owner to carefully review all proposals and determine a successful candidate, however the owner reserves the right to reject any and all proposals.

The following qualitative criteria will be considered in the selection process:

<u>Selection Criteria</u>	<u>Relative Weight of Criteria</u> (Highest 5 – 1 lowest)
Project Experience	5
Relevant Experience of Project Team Members	5
Project Approach	4
Proposed Consultants	3
Fee	3
Office Location	1

Request for Proposal Requirements

- Proposals shall be submitted on or before September 27, 2016 at 2:00 p.m.
- Please limit the RFP response to twenty (20) double sided 8.5" x 11" or folded 11' x 17" pages.
- All comments regarding this proposal and potential project shall be directed to:

Brian Kooistra
Chief Operations Officer
bkooistra@garmong.net
(812) 234-3714

- Invited firms are specifically directed not to contact, either directly or indirectly, any Vigo County employee or elected official.
- The Request for Proposal response shall be submitted to:

Garmong Construction Services
3050 Poplar Street
Terre Haute, IN 47803
(812) 234-3714
Attn: Brian Kooistra

- Please include six (6) copies of the RFP response. Additionally, please provide one electronic copy.