

**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
FOR THE LAKE COUNTY JUSTICE CENTER PROJECT**

**INTRODUCTION**

LAKE COUNTY (the “County”) invites proposals for professional services from qualified architects or architectural firms with demonstrated experience, knowledge, and expertise in the design of jail and courthouse facilities to conduct a facilities needs assessment for both a future jail and courthouse, to develop a site-specific, initial schematic design and massing study for these facilities, and to develop an initial “backfill” plan for the existing courthouse.

Proposals shall be submitted by no later than Friday, March 13, 2020.

**PROJECT DESCRIPTION**

The Project overall entails planning, design, and construction of a jail/courthouse complex also referred to as a justice center. In 2016, the County conducted a facilities needs assessment, which is available for review, and now requests proposals to revise and update that needs assessment. The County is also in the process of selecting a site to house the future justice center, and now requests proposals to develop a site-specific, initial schematic design and massing study for the justice center. Finally, following the construction of the justice center, the County intends to fully utilize the existing courthouse for maximum benefit, and now requests proposals for an initial “backfill” plan for the existing courthouse.

**SCOPE OF WORK**

Those items that will be necessary and included are stated below. While the services described presume the direct performance by the chosen consultant or firm they may also be performed by a subcontractor to the firm, in which case the proposal should state so, along with the subcontractor(s)’ supporting qualifications to provide such services. In the event that the work is performed by a subcontractor to the firm, then the firm shall be responsible for subcontracting with them via a competitive bidding process, as well as for reviewing the work product of such subcontractor(s) for quality and completeness. All services must be performed in compliance with the County’s decrees and recording and reporting requirements of the State of Colorado.

The services below must be included in the scope of work of any submitted proposal:

1. Jail Facility Space Needs Assessment/Programming consists of:
  - a. A review and update of bed count and dispersion, based upon sheriff-provided 2016-current data. *Deliverable: bed count matrix.*
  - b. A workshop with the sheriff and county-invited stakeholders to review and confirm new jail space needs. *Deliverable: updated space needs matrix, inclusive of space description, size, quantity, use, salient features/characteristics and attendant notes.*

2. The Courthouse Space Needs Assessment/Programming consists of
  - a. A review and update of space requirements for the Courthouse by meeting with all potential building users. *Deliverable: final space needs matrix, inclusive of space description, size, quantity, use, salient features/characteristics and attendant notes.*
  - b. A meeting with all potential building users, including the Clerk of the Court; Court Administrator; Judges; Probation; Public Defender and District Attorney; and the Board of County Commissioners (BOCC) to discuss facility space needs. Although there will be no formal construction cost estimating associated with this phase of the project, consultant should determine a rough order of magnitude (ROM) construction cost for the project. If the project appears to be exceeding the county's budget, the BOCC will provide direction, in this meeting, to identify potential space needs reductions and/or "bid alternates" for the project. *Deliverable: BOCC meeting minutes.*
3. The Jail and Courthouse Initial Schematic Designs (SD) will be comprised of SD level drawings and massing studies for a single site based upon the space needs assessment, to include:
  - a. mechanical/plumbing/fire protection design;
  - b. limited electrical design to initially size transformer, generator and electrical equipment room;
  - c. security systems design; and
  - d. a meeting in Leadville with stakeholders to present the final, initial SD package.
4. Existing Courthouse (1953) "Backfill" Planning consists of:
  - a. A review of original Courthouse drawings to determine net rentable square footage (nrsf).
  - b. Determination of nrsf that becomes available when the Courts and Jail vacate the building.
  - c. Comparison of nrsf to County identified needs to determine what County lease spaces or other projected needs could potentially backfill the Courthouse. The County will provide current lease and rough nrsf information to the consultant for this task.
  - d. *Deliverable: Color-coded drawings of the existing courthouse showing how the County could utilize the space once the jail and courthouse vacate the building.*

### **County's Responsibilities**

The County will be responsible for the following:

1. Provide drawings of the existing courthouse.
2. Coordinate meeting attendees.
3. Arrange/reserve meeting space.
4. Provide existing lease information, including rough nrsf.
5. Select a site and communicate the selection to the firm no later than June 15, 2020<sup>1</sup>

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<sup>1</sup> The consultant will not be responsible for any delays that are the sole responsibility of the County, including but not limited to a delay in the selection of a site.

## **Exclusions**

The consultant will not be responsible for the following, which should not be included in the proposal:

1. Development of the complete Schematic Design (architectural elevations, sections, electrical one-line diagrams, engineering narratives, telecom systems, audiovisual systems, landscape design, renderings, etc) beyond what is listed above
2. Cost estimating (other than ROM estimating listed above)
3. Presentations/meetings beyond the afore-mentioned meeting(s) in Leadville
4. Departmental space needs and growth evaluation for county's departments

## **SUBMITTAL INSTRUCTIONS**

**All proposals must include the following information in the order stated below:**

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services.
2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan for accomplishing the services being requested.
3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed.)
4. **Experience:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from at least one past project for reference purposes.
5. **Cost:** Break down of costs for each major project task area and a list of standard billing rates along with an estimate of the time involved in creating the design and other documents as requested.
6. **Contract for Services:** A copy of your firm's standard agreement for provision of the type of services requested.

## **SCHEDULE**

<u>Deadline</u>	<u>Activity</u>
February 20, 2020	Release RFP for Due Diligence Services
March 9, 2020	Deadline for Questions Regarding RFP
March 13, 2020	Proposal Due Date
March 20, 2020	Selection of Contractor(s) – Notice to Proceed
May 15, 2020	Needs Reassessment Completion
July 31, 2020	Initial Schematic Design and "Backfill" Plan Completion

## **RANKING AND SELECTION**

Firms will be ranked based upon demonstrated evidence of the following qualifications-based selection criteria:

- Professional qualifications of the firm and the individuals assigned to perform the work;
- Specialized experience and technical competence of the firm and individuals in the type of work described in the solicitation or invitation to tender;
- Capacity and capability of the firm to perform the services;
- Method of approach demonstrating the firm's understanding of the project, risks, challenges and strategy that will be employed to complete the project on time and under budget;
- Demonstrated success on similar projects;
- Past performance on contracts in terms of cost control, quality and schedule; and
- Cost.

Preference shall be given to Lake County resident proposers, in cases where the proposals are competitive in price and quality.

Additionally, Lake County reserves the right to waive informalities in bids, reject all bids, and accept the proposal deemed most advantageous to the best interest of the County.

## **PROPOSAL CRITERIA**

**All proposals must include the following information in the order stated below:**

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services.
2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested.
3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed.)
4. **Experience:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from at least one past project for reference purposes.
5. **Cost:** Break down of costs for each major project task area and a list of standard billing rates along with an estimate of the time involved in creating the design and other documents as requested.

### **SUBMITTAL INSTRUCTIONS**

Proposers shall submit four (4) original copies of their proposal in a sealed envelope clearly marked with the name and the address of the proposer. The proposal package must be received by the Lake County Purchasing Agent at the address listed below by 5:00 p.m. Mountain Standard Time on Friday, March 13, 2020.

#### **Proposal packages must be mailed to the following address:**

Kristol Hewlett  
Attention: Purchasing Agent  
P.O. Box 964  
Leadville, CO 80461

Electronic copies alone will not be accepted. Electronic copies of the proposal may be sent to the Lake County Purchasing Agent at [khewlett@co.lake.co.us](mailto:khewlett@co.lake.co.us) along with a statement in the body of the email waiving the proposer's right to a sealed bid.

Any packages received after this date and time will be deemed unresponsive. Lake County reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of Lake County. Issuance of this RFP does not obligate Lake County to award a contractor nor is Lake County liable for any costs incurred by the proposer of the preparation and submittal of the proposal.

#### **Questions regarding this RFP**

Any questions relative to the scope of services must be submitted by email by 5:00 pm Mountain Standard Time on Monday, March 9, 2020. Questions about the RFP or this process can be directed to:

Katy Welter  
Rocky Mountain General Counsel  
P.O. Box 926  
Leadville, CO 80461  
(719) 581-2009  
[katy@rmgclaw.com](mailto:katy@rmgclaw.com)

### **FEE NEGOTIATIONS**

At the time of awarding the contract to the successful firm, a not-to-exceed fee for required services will be established. If the County and the successful firm cannot agree on cost, then Lake County will solicit a fee from the next highest scored firm. Billing will be accepted on a monthly basis for any services provided.

### **INSURANCE REQUIREMENTS**

The successful firm shall not begin any work under any contract awarded until it has obtained the required insurance, and Lake County has approved such insurance. The successful firm shall

not allow any sub-contractor to commence work under an awarded contract until all similar insurance required of the sub-contractor has been so obtained and approved.

Such insurance requirements include:

1. Workers Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Colorado.
2. Commercial General Liability Insurance on an "occurrence basis" with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage.
3. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim.
4. Auto Insurance at state minimum requirements or more.

#### **CONTRACTUAL TERMS AND CONDITIONS**

The consultant will provide an agreement for services to be evaluated by Lake County legal counsel and signed by the Lake County BOCC.

#### **INDEMNIFICATION**

To the fullest extent permitted by law, the successful respondent, its subcontractors, agents, officers, and/or employees shall indemnify and hold harmless Lake County, Colorado, including, but not limited to, its respective elected and appointed officials, officers, employees, and agents, from and with respect to any claim resulting, arising, or alleged to have arisen from the negligent, and/or willful, wanton or reckless acts, errors, or omissions of the respondent, its subcontractors, agents, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damages, costs, and reasonable attorney's fees. This indemnification shall not be affected by any other portions of an agreement relating to insurance requirements.