



Logan County, Illinois
REQUEST FOR QUALIFICATIONS (RFQ) for
Architectural/Engineering Services

Statements of Qualifications are Due no later than: **March 15 at 4:00**
pm.

Submit to:

Logan County Board
601 Broadway Street
Lincoln, Illinois 62656

LATE RESPONSES WILL BE REJECTED

(There will not be a public opening for this RFQ Response submission.)

For further information regarding this RFQ, please contact:

Sheriff Mark Landers

911 Pekin Street

Lincoln, Illinois 62656

(217) 732-4159

Email: mlanders@logancountyil.gov

**REQUEST FOR
QUALIFICATIONS
ARCHITECTURAL/ENGINEERING SERVICES**

Qualifications Submittal Requirements:

Submittal Deadline: Friday, March 15, 2024 @ 4:00 pm.

Submittal Location: Logan County Board
601 Broadway Street
Lincoln, IL 62656

Submittal Contact: Sheriff Mark Landers
911 Pekin Street
Lincoln, IL 62656
(217) 732-4159
Email: mlanders@logancountyil.gov

Submittal Copies: Fourteen (14) copies, and one electronic version in PDF format of the proposal on flash drive are required.

Question Deadline: Friday, March 8, 2024 @ 2:00 pm.

Question Contact: Questions must be submitted in writing

to:

Sheriff Mark Landers
mlanders@logancountyil.gov

****Vendors may not contact any other County Departments or Staff with inquiries regarding this RFQ.***

All submitted questions, and the answers to those questions, will be posted to <https://www.logancountyil.gov> in conjunction with this RFQ.

Logan County will not be liable for a consultant's deviation from procedures set forth in this document or the failure to obtain or download any addenda issued for this request for qualifications/proposals.

To be assured of consideration, the RFQ response submittal must be submitted in a sealed envelope or package and received no later than **March 15, 2024 @ 4:00 pm.**

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REQUEST FOR QUALIFICATIONS (RFQ)

I. Introduction/Request for Statements of Qualification

- a. The Logan County Board, herein referred to as “County,” is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural and Engineering services, herein referred to as “AE or Design Firm”, to assist the County in performing site planning, planning, remodeling and construction of renovations and additions to the Logan County Public Safety Complex. The Design firm selected shall have the primary responsibility for execution of the design phases of this project. The form of contract shall be AIA Document B133-2019, Standard Form of Agreement between Owner and Architect, Construction Manager as Constructor Edition.
- b. This Request for Qualifications (RFQ) is not an Invitation to Bid. The County intends to select a Design firm based on relative merits of the qualification statements submitted. There will be no public opening or reading of responses received by the County pursuant to this request.

II. RFQ Response Deadline and Contact Person

Responses to the RFQ are due by March 15, 2024 no later than 4:00 pm (CST). RFQ responses that arrive after the specified deadline, including mailed submittals delivered after the specified deadline, will not be accepted, regardless of the time postmarked or otherwise indicated on the envelope.

The RFQs may be found on the County website at logancountyil.gov or can be obtained from the County via email at mlanders@logancountyil.gov.

Submittals should be prepared in standard 8 ½ x 11 format. Deliver fourteen (14) printed and bound copies and one digital (PDF format) copy on a flash drive to:

Sheriff Mark Landers
c/o Logan County Board
601 Broadway Street
Lincoln, Illinois 62656
(217) 732-4159
Email: mlanders@logancountyil.gov

Qualifications must be enclosed in a sealed envelope (or other sealed container) with the following clearly shown on the package "Request for Architect/Engineer Qualifications for Logan County and the respondent's name, contact name and phone number listed on the outside of the envelope or container. Submissions must be signed by an authorized official of the organization and the name of the official and their title typed below the signature. All costs associated with submission preparation will be borne by the submitting firm.

The County will be available for a walkthrough prior to submittal deadline. Questions regarding the RFQ shall be submitted via email to mlanders@logancountyil.gov. Any responses to questions or changes in this RFQ shall be issued in writing as an addendum. Respondents must

acknowledge addenda received as part of their submissions. Oral interpretations or clarifications will not be binding on the County. All addenda will be posted on the County website at logancountyil.gov. Any interpretation of the RFQ will be made only by addendum duly issued by the County.

The last day to submit questions regarding the RFQ is March 8, 2024 by 2:00PM.

A submission may be withdrawn or changed if written notice of the withdrawal or change is received by the County, in writing, prior to the latest time specified for submission of RFQs. Change may be made only by substitution of another RFQ prior to the latest time specified for the submission of RFQs.

Please note this RFQ is not an offer on the part of the County and that the County reserves the right to cancel the services described in this RFQ, to reject any and all submissions, to waive informalities and technicalities in the submissions request clarifications of submissions, and to accept the RFQ deemed most favorable to the County after all proposals have been examined and evaluated. The acceptance of a proposal does not bind the County to engage the firm.

III. Selection Schedule and Process

The following is the proposed schedule for the selection of firms to provide construction management services:

STEP	PROPOSED DATE
Request for Qualifications Released	February 20, 2024
Questions regarding the RFQ due by date/time	March 8, 2024 @ 2:00 pm
Issue addenda regarding questions (if necessary)	March 11, 2024
RFQ due to the County	March 15, 2024 @ 4:00 pm
RFQ Interview List Released (if necessary)	TBD
Interviews I Presentations (if necessary)	TBD
Award of Contract	TBD

The Selection Committee shall determine, based on each respondent's submission, answers to questions and other information deemed relevant by the Selection Committee, which respondents shall be invited to interview. Two (2) firms may be selected to interview with the Selection Committee, at which time each firm will make a presentation.

The County reserves the right to request additional information from those entities submitting qualification statements. Such additional information may include, but is not limited to, past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results. Respondents are responsible to promptly supply any additional requested information to the County. The promptness, accuracy, and cooperation of respondents in responding to such inquiries will be considered by the Selection Committee in determining the successful respondent.

A final evaluation of all the presenting respondents will be made by the Selection Committee to

determine the best qualified respondent, which firm shall be presented to the Board for approval. The Selection

Committee's recommendation will be based on the respondent's submittal, its interview, references, experience and such other factors as the Selection Committee deems relevant. Upon the Board's selection of a Design firm, the County will negotiate contract terms and fees.

Upon award of the contract by the County, any contract with the selected firm will be subject to review by the County's legal counsel and must be on terms fully acceptable to the County before it is signed. No contract or agreement will be implied, final or in effect between the County and the selected firm until acceptable contract terms have been reached.

IV. Project Delivery Method

Delivery Method

The County will be selecting a Construction Manager at Risk (CMaR) with a Guaranteed Maximum Price (GMP) for this project in addition to the Design Firm selection. There is a separate and independent Request for Qualifications for the CMaR services. It is expected that the selected Design Firm will work closely with the Selected Consultant for the CMaR services throughout both the pre-construction and construction phases of the project.

Integrated Project Delivery Approach

The County has also chosen to use the Integrated Project Delivery concept to help align the Selected Consultant with the CMaR delivery method. It is the County's expectation to assemble a design and construction team through the two RFQ selections that will work closely with each other throughout the entire project. It is further anticipated that the CMaR will be the lead team for communication as project coordinator, being a single source of communication with the County during the entire project.

V. Project Schedule

Project Schedule

The project schedule will be established by the County with the advice and consent of the Design and Construction team assembled. It is the intention of the County to have the construction manager prepare the Guaranteed Maximum Price (GMP) no later than **September 30, 2024**. This timeline would require the Selected Respondent to have all construction documents completed so that the construction manager will have adequate time for the bidding process and determining the GMP. If this date is not feasible, provide the recommended timeline and reasoning of such.

The County Board is targeting the building to be furnished and operational by Fall 2025

- Present the schedule in a Gantt chart format and provide sufficient detail to allow tracking of the progress of the work through each design phase.

- Provide review and input of the project design schedule to the County's selected Construction Manager.
- Promptly notify the County of any delays that will impact the successful completion of the work.

VI. General Project Background

a. Background:

Logan County is situated between Springfield and Bloomington/Normal, Illinois and split by the I-55 corridor. According to the 2020 census, it had a population of 27,987. Its county seat is Lincoln.

b. County Safety Complex:

The Logan County Sheriff operates a county jail with an inmate capacity of 59. The county jail facility is attached to the Logan County Safety Complex which houses the administrative offices of the Sheriff, the Logan County Emergency Management Agency, and the Logan County Dispatch Center. The Safety Complex was built in 1978.

c. Project Goals:

The selected firm will be encouraged to provide guidance and recommendations toward designing and constructing an addition and renovation to the jail that will best meet the needs of the community. The Sheriff has identified the following goals which should be met:

- Additional holding cell capacity along with sight/sound separation as required by state standards.
- Facilities for mental health crisis situations as well as behavioral issues that arise in a correctional facility.
- Male and Female negative pressure/isolation cells.
- Dormitory facility for additional capacity.
- Additional goals will be upgrades to the existing facility including security doors, locks, electrical, plumbing, mechanical, and renovation as needed.
- Parking lot rehabilitation and replacement.
- Facility should be designed to maximize functionality, durability, and account for and allow future growth.
- Facilities should embrace sustainable design practices that emphasize energy efficiency as well as renewable and redundant energy sources.

VII. Description of Requested Services

Scope of Services

Each firm will submit a Scope of Services with their proposal. The Scope of Services listed in this section is intended to give firms direction and understanding as to what the County values. Firms are encouraged to tailor their proposed Scope of Services as they see fit to deliver a process that balances timeliness, cost efficiency, input, exploration of options and best practices for a County Jail.

General:

The selected architect shall work closely as a part of the project team to develop a design for the facility that meets the needs of the County. This objective will be accomplished through frequent and routine communication and meetings of the project team, a series of design review workshops, and close coordination with County staff.

The Selected Respondent shall design any renovations to existing facilities to accommodate office changes. The renovations may be completed in a subsequent phase from the new facility, with the bidding and construction phases possibly occurring at subsequent dates.

The selected architectural and engineering team will include all services, including structural, mechanical, electrical, civil, interior design and landscape architectural services. The members of the architectural team and their qualifications shall be clearly delineated in the statement of qualifications submitted. Civil Engineering and surveying are included in this RFQ process, including testing services.

The general scope of service of the selected Firm with / without Sub-Consulting Firms will comprise the County's Design Team. The Design Team will participate in all phases of the design and construction process, culminating in the new facility.

Phase 1: Preliminary/Concept Design and Statement of Probable Cost-

- Complete a space needs assessment to verify building size and site requirements. The architect shall inspect the existing facilities. Architect will work with the Selected CMaR to help develop this preliminary Statement of Probable Cost document.

Conceptual Site Layout:

- Architect shall develop alternative layouts for the project on the preferred site. The site layout shall be consistent with the Building Goals set forth by the County in this document.
- The layout of the site needs to account for the parking needs of the building and any existing public parking that may be displaced by the project.
- Surveying – map the site to 100 feet outside the limits of disturbance in sufficient detail for all planning and design purposes. Map shall include all surface features, utilities – both buried and overhead, and any other relevant information necessary

for the work.

- Geotechnical Investigation – provide guidance in selecting a geotechnical and foundation evaluation investigations firm.
- Building location and configuration will be evaluated in conjunction with the site plan to use available space and allow opportunity for future growth efficiently and effectively.
- Environmental issues: The site design shall be sensitive to and shall protect the surrounding environment.
- Grading and Storm Water Management – Grade the site and design adequate storm water management facilities to minimize the risk of flooding or excessive ponding.
- Utilities - Provide for all required utilities and where feasible, install all utilities underground. Site utilities shall include but not be limited to: water, sanitary sewer, storm sewer, telephone, electric, cable TV, fiber optics, site lighting, site communications and potential back up power. Coordinate with relevant contractors, utilities and the CMaR.
- Landscape Design: Provide a landscape design for the facility that will be attractive, low maintenance, and consistent with conventional landscaping standards for a correctional facility. Landscaping should consider best practices in contributing to effective storm water management.
- Drawings: Develop drawings that illustrate the design concepts being proposed to allow the County Board to review and approve the plan. Drawings shall include but not be limited to site plan, floor plan(s), elevations, and colored renderings.
- ADA Compliance: Take special care to accommodate for accessibility needs paying particular attention to the Americans with Disabilities Act. Designing only to the minimum requirements of State Code or ADA standards may not be sufficient. Additionally, Illinois Jail Standards and Illinois statute must be utilized in all required construction.
- Energy Conservation: Designs shall emphasize energy conservation and consider LED concepts. Develop a report analyzing initial cost versus operating cost to demonstrate energy efficiency and life cycle costing. The report should include a brief description of applicable 3rd party funding program or incentive (ex. Focus on Energy). Consideration of solar power should also be considered, and options provided.

Constructability issues: The Architect shall work with the County's selected Construction Manager with regard to the constructability of the proposed site features and structures. The Architect shall coordinate the preliminary design of all the mechanical, electrical, and plumbing (MEP) work to avoid conflicts between the respective MEP systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or

approvals by the County, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all details.

Construction Cost Control: The County is anticipating a total project cost in the range of \$5,500,000 to \$6,300,000 for the project, including all soft and hard project costs. Controlling the total project cost is critical to project success.

- The Architect shall work within and adhere to this project budget. The Architect agrees to work closely with Logan County to control costs. The Architect will be keenly aware of project costs throughout all phases of the project.
- If an adjustment in the project budget is required to meet the overall objectives of the Board, the Architect shall promptly notify the County and provide the necessary supporting documentation to allow the Board to make a decision. The Architect shall not proceed with completion of the project without the prior written authorization of the Board and an adjustment to the project budget.
- If adjustment of the project budget is not feasible, the Architect shall work with the County to modify the project to reduce the scope or phasing of construction to fit within the approved budget.
- The Architect shall remain responsible to maintain the project within the budget. If project costs exceed the budget due to the actions, inactions, and/or errors or omissions of the Architect, the Board may direct the Architect to redesign the facility at no additional cost to bring the work within budget.

Other issues as required to complete the work: The Architect shall outline and detail in the Proposal any other tasks required to complete the work. Failure to account for items that would be considered usual and customary to this project shall not be justification for additional compensation or an extension of contract time.

Logan County and its contractors are subject to the Illinois Prevailing Wage Act. The Act requires that all laborers, workers, and mechanics employed by or on behalf of a public body in the construction of public works be paid the general prevailing rate of hourly wages (including allotments for training and approved apprenticeship of a similar character in the locality in which the work is performed. Current prevailing wage rates are available through the Illinois Department of Labor website at <http://www.state.il.us/agency/idol/rates/rates.htm>. Each contractor is required to submit a certified payroll to Logan County for each month of service.

Pre-Construction Services and Deliverables.

Preliminary Programming / Conceptualization:

- Conduct a space review of areas listed in 1.3 by meeting with applicable stakeholders and considering the needs of the County.
- Prepare a space plan that takes into account the project budget, determining those offices/services to be included in the new facility, any office moves within

existing facilities, and those offices remaining in their current location.

Criteria / Schematic Design Phase

- Develop schematic site plans for review. Develop energy saving mechanisms and advise the County of costs and payback periods.
- Develop schematic floor plans based on the selected site plan and for existing facilities.
- Assist the Construction Manager by providing design or conceptual information to help the CM develop a preliminary cost estimate based on the selected site and the schematic floor plan.
- Submit conceptual design to the County for review and make a formal presentation.
- Attend meetings as necessary to advance the work of the project.
- Attend County meetings as required by the County.

Detailed Design / Design Development

- Complete a detailed preliminary design or site plan and floor plans.
- Attend county meetings as required by the County.

Implementation / Construction Documents

- Complete a detailed set of all plans including site, floor, structural, electrical, mechanical plans, and specifications for permitting, bidding, and construction purposes. Provide full bid documents, special provisions, permit sets, digital files, and hard copy drawings.

Bidding and Award

- Attend the Construction Manager's Pre-Bid meeting(s) with potential subcontractors and suppliers.
- Answer questions related to the design documents.
- Prepare any addenda documents that may be needed.
- Attend a post bid meeting, if necessary, to discuss alternate work items.

Construction/Contract Administration

- Attend pre-construction conference with all stakeholders.
- Review and approve Pay Requests.
- Review and approve / deny Change Order Requests.
- Attend periodic construction meetings with the County, Construction Manager, and its sub-contractors and suppliers.

- Respond to contractor requests for information.
- Review contractors' submittals.
- Issue proposals, requests, and bulletins.
- Provide full architectural and engineering services with its architectural design team to carry out the project. All work must conform to all applicable laws, ordinances, and codes in the design and construction phases, including the latest ADA and seismic standards and any environmental safety considerations.
- Make periodic site visits to determine compliance with plans and specifications.

Closeout

- Work with the County and Construction Manager to prepare a punch list and ensure all items are resolved with signoff once all items are resolved to the County's satisfaction.
- Assist the County with the close out of all contracts.
- In coordination with the Construction Manager, ensure the orderly delivery of all required documentation, warranties, and OEM systems training for County employees.
- Deliver full set of "As-Built" drawings to the County in both "hard copy" and acceptable electronic format.
- Work with the County and the Contractor to resolve all issues arising out of the final architectural and the licensing inspections.

Tasks Due Dates

- Distribute RFQ for Architectural Services February 2024.
- RFQ Responses Due: March 15, 2024 @ 4:00 pm.
- Review of Proposals, Final Candidate Selection: TBD
- Phase 1: Concept Design and Probable Cost: Full Project: May 2024
- Phase 2: Schematic Design, Design Development and Final Design: August 2024

VIII. Statement of Qualifications Requirements

The RFQ response should include only the information requested below and it **MUST be organized exactly as indicated. Additional information provided may be viewed as a non-**

conforming response and may not be considered for evaluation. The Statement of Qualifications should include information regarding the responder's experience and approach relating to the subsequent design and construction phases.

A. Cover Letter: (1 page maximum).

Provide a cover letter introducing your firm and proposal. The cover letter shall include a short narrative description of the Project based on the Scope of Work presented. Include any issues that you believe will require special consideration for this Project. Also identify any unique approaches for design or construction of this Project. Discuss the strengths that your firm may have related to this Project.

B. Company Overview: (2 page maximum).

Provide an overview of the company detailing the total number of professional staff, the history of the company, the ownership structure, and the office responsible for this Project as a minimum.

C. Firm Experience: (5 page maximum).

Provide Brief summary of recent experience with three to five completed projects of similar type and scope. Summary should describe the following for each of the projects. Respondents are advised that "recent experience" gives preference to local government projects. It includes both facilities that consolidate services into one facility and municipal facilities.

- Brief description of project and project delivery method.
- Key personnel assigned to project.
- Initial project construction budget and final construction amount.
- Project references, including contact person, phone number and email.
- Date project was completed.

D. Sub-Consulting Experience (5 page maximum)

Provide Brief summary of recent experience with three to five completed projects of similar type and scope. Summary should describe the following for each of the projects. Respondents are advised that "recent experience" gives preference to local government projects. It includes both facilities that consolidate services into one facility and municipal facilities.

- Brief description of project and project delivery method.
- Key personnel assigned to project.
- Initial project construction budget and final construction amount.
- Project references, including contact person, phone number and email.
- Date project was completed.

E. 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. This person will be the main point of contact with the County and directly responsible for the project. List the names of other key members of the project team, along with their experience and expertise. Provide resumes and references for the staff to be assigned to this Project.

If selected, the naming of personnel and sub-consultants considered by the County to be the project team and will be expected to be assigned to the project for its duration. These personnel are also expected to be readily available by email, telephone and in person.

F. Understanding of the Project (2 page maximum)

Provide a brief statement as to the firm's understanding of the project. Discuss the resources needed to achieve the work listed in the scope of services. Specifically, detail the employees, time and approach that will be required for each component of the project. Discuss the proposed planning, organization and management tools to be used to control schedule and costs. Provide an estimated schedule for the project from award of the RFQ response to project closeout particularly as it adheres to or strays from the schedule given.

G. Management Approach: (4 page maximum).

Provide your approach to the management of the following critical Project parameters

- i. BIM applications;
- ii. Electronic delivery of plans and specifications;
- iii. Schedule;
- iv. Quality Control;
- v. Software;
- vi. Partnering/Teamwork;
- vii. Communications Management; and
- viii. Construction Phase administration.

H. Other Information

a. Insurance -

The County, its elected or appointed officials and employees shall be named as additional insureds on the General Liability and Umbrella policies. The minimum insurance requirement is as follows, subject to modification as a part of the Design/CM Contract:

Commercial
General Liability:
General
aggregate limit

- i. (other than Products-Completed Operations):
\$2,000,000 per project Products- Completed Operations \$1,000,000 (aggregate) per project Personal and Advertising Injury \$1,000,000
- ii. Each Occurrence Limit \$1,000,00

Auto liability: Combined single limit per accident \$1,000,000

- Worker's Compensation Statutory limit

Employer's liability Sufficient to meet underlying Umbrella liability insurance requirements Umbrella:

- Each occurrence - \$2,000,000
Aggregate- \$4,000,000

Professional Liability:

- Each occurrence- \$1,000,000
Aggregate- \$2,000,000

All major consultants (e.g. structural, civil and mechanical) shall have the same types of insurance coverage and the same limits as the Architect/CM, provided that such limits may be reduced upon prior written agreement of the County.

IX. Selection Process

Reservation of Rights - The County reserves sole and plenary discretion in the evaluation of all proposals, and in the award of the design contract. The County will not pay any costs incurred by the prospective design firms for preparing or submitting a proposal. The County reserves the right to modify or cancel, in part or in its entirety, this RFQ. The County reserves the right to reject any or all proposals, to waive defects or informalities, and to offer to contract with any firm submitting a response to this or any other RFQ. This RFQ does not commit the County to enter into a contract. The County reserves the right to award one, or no contract, in response to this RFQ.

The County Building Committee will review proposals, attend presentations, and make a recommendation to the Logan County Board for final approval.

Fourteen (14) copies of the proposal should be received by March 15, 2024 @ 4:00 pm. An electronic copy of all proposals should also be emailed to the Logan County Board (see contact information below) by March 15, 2024 @ 4:00 pm. All proposals and presentations will be reviewed based on the criteria listed.

No more than two firms will be selected to provide an in-person presentation to the Logan County Board. The presentations will be scheduled after March 18, 2024. Each firm will have 30 minutes to present and 15 minutes to respond to questions. Upon approval by the Board, the selected firm shall provide a standard contract for the County to review and sign. The County reserves the right to reject any or all proposals and to award a contract to the firm who, in the judgment of the County, will best serve the interest of Logan County.

Rejection of RFQ Responses

Logan County reserves the right to reject any and all of the responses received as a result of this RFQ. Logan County does not intend to award a contract solely based on responses to this RFQ.

RFQ Response Proprietary Information

All materials submitted in response to the RFQ will become the property of Logan County and part of the official public record. All restrictions on the use of data contained with a proposal and all confidential information must be clearly identified as "Confidential and Propriety Information" Confidential and Propriety information submitted in a proposal, or in response to the RFQ, will be handled in accordance with the applicable State Statute(s).

Point of Contact

All communication and questions regarding the project should be directed to:

Sheriff Mark Landers
911 Pekin Street
Lincoln, Illinois 62656
(217)732-4159
email: mlanders@logancountyil.gov