

Catawba County Jail Expansion

Catawba County

Request for Qualifications Design Services #16-1004 Catawba County Jail Expansion

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Catawba County Purchasing Division
PO Box 389
100A South West Blvd.
Newton, NC 28658
828-465-8224

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Section I Advertisement

Catawba County is seeking qualified architectural firms for the design and construction of a 256-bed jail expansion located at 100B South West Boulevard, Newton, N.C. Included in this document you will find qualification requirements for this project.

The qualification statement must be submitted with one (1) original and two (2) copies and one (1) copy scanned on a CD or a flash drive. The application should be sent to:

Debbie Anderson, Purchasing Manager
Catawba County
PO Box 389 (mailing address)
100A South West Blvd. (physical address)
Newton, NC 28658

The qualification statement shall be submitted no later than 5:00 p.m., December 3, 2015.

Once the submittals have been reviewed and a short-list of at least (3) three firms have been selected, the Firm(s) will be asked to make a presentation and be interviewed by the selection committee.

Catawba County reserves the right to waive any formalities, to reject any and all responses and to accept any responses which in its opinion may be in the best interest of Catawba County.

Debbie Anderson, CLGPO
Purchasing Manager

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Section II **Scope of Work and Selection Process**

The selected Firm shall work with County staff in the preparation of design drawings, specifications, bid documents, bid recommendation and construction administration for a 256-bed jail expansion to the existing Catawba County Jail.

The Catawba County Jail is part of the Catawba Justice Center located at 100B South West Boulevard, Newton, North Carolina on US Highway 321 Business. Approximately 74,612 square feet was added to the original jail and completed in June 2007.

Firm shall supply complete design and construction services including schematic design, design development, construction documents, bidding services and construction administration. The Firm selected will be required to review all existing plans, specifications of the current jail facilities, evaluate support areas and determine requirements for expansion.

Once the schematic design and construction estimate is complete, the Firm will make a presentation to the Catawba County Board of Commissioners.

The deadline for receipt of qualifications is 5:00 p.m., December 3, 2015. The criteria by which the packages will be evaluated include:

- Firm's understanding of project objectives.
- Firm's approach to a project of this nature.
- Firm's resources and capacity.
- Qualifications of principals to perform the work and the level of involvement in the project.
- Qualifications of project manager and staff assigned to the project.
- Firm's knowledge and demonstrated experience with the jail construction.
- Schedule for completion of tasks.
- Satisfactory project related client references.

Upon review of all submittals, the top three firms will be invited to make presentations to the project committee.

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Section III Contents of Qualification Statement

Qualifications shall be submitted on 8-1/2 x 11 paper, side bound with Table of Contents and reference tabs for key sections. Qualifications shall be printed on recycled content paper and printed double-sided.

The qualification statement must be submitted with one (1) original and two (2) copies and one (1) copy scanned on a CD or flash drive.

Qualification statement shall include:

1. Firm name, address, telephone number, fax number, e-mail address, and contact persons.
2. Year in which the Firm was established and any former names under which the firm operated.
3. Name and office location of all personnel who will be assigned to this project. Names of key personnel who would be available to work on this project.
4. Resumes of Project Manager and design team members for this project. Professional affiliations and licenses of key personnel.
5. Statement of the qualifications of the Firm and its key personnel who would work on this project with particular regard to the evaluation criteria listed under "Selection Process."
6. Understanding the scope of work.
7. Approach to the design process.
8. Unique qualifications or work methodology.
9. Track record of bringing projects in on time and within budget.
10. Describe the Firm's approach to and/or method of cost control and project scheduling
 - a) Current workload and percentage of availability
 - b) Quality control and assurance process

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11. List of previous clients for work similar to this project. Include name and location of the project, brief description, Firm's and key personnel's involvement, name of project manager, telephone number, e-mail address, date project was completed and value of the project. If key personnel's involvement was with another Firm, list that Firm.
12. Tentative plan and time frame for approaching the project.
13. List any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
14. Hourly billing rates charged by your Firm for each position type.

Questions regarding this Request for Qualifications should be directed to Debbie Anderson, Purchasing Manager (828) 465-8224 danderson@catawbacountync.gov. Questions submitted via e-mail are preferred.