Grant County
Office of The
Board of County Commissioners
P O Box 37
Ephrata WA 98823
(509) 754-2011

REQUEST FOR QUALIFICATIONS (Page 1)
GRANT COUNTY, WASHINGTON GCSO WORK RELEASE INTAKE (BOOKING) AREA RENOVATION PRELIMINARY ARCHITECTURAL/ENGINEERING DESIGN SERVICES

March 20, 2013

Grant County, Washington, by and through the Board of County Commissioners, is seeking to contract with a certified Architect/Engineer or architectural/engineering firm for the purpose of receiving a technically sound preliminary architectural/engineering design for renovation of the existing Booking area for suspect intake into the Grant County Jail facilities for the Grant County Sheriff's Office located at the Law & Justice Center at 35 C Street, NW, in Ephrata.

Scope of Work

The contract's general purpose will be to:

(1) Verify program requirements; and

(2) Provide preliminary design and budgeting services to:

(i) Renovate an existing secure entry which incorporates Americans with Disabilities Access (ADA) compliance into and through the building, security upgrades, and noise control, into the suspect Intake (Booking) area; and

(ii) Renovate the Booking area, including an intake counter equipped for finger printing, cleaning of hands, and other booking procedures as required to allow for improved processing of suspects/flow into and through the Intake area to the holding cells and Jail facility. The project may include a need for new walls and flooring, replacement of ceilings, counters, cabinets, and plumbing/HVAC, electrical lighting, power, and communications equipment.

RFQ Submittal Requirements

Submittals must:

(1) Include a Letter of Interest;

(2) Be 15 pages or less, not including the Letter of Interest (conciseness is preferred as is double-sided copying);

(3) Include the names, phone numbers, e-mail addresses, and resumes of the Principal in Charge and the Project Architect;

(4) Include the name, mailing address, phone number, fax number, and resume of the firm;

(5) List the firm and/or individual experience on similar types of projects;

(6) Include the names and resumes of any consultants intended for inclusion on the design team;

(7) Include examples of the firm's ability to successfully design and budget for small public works bid projects;

(8) Include the names and contact information of three (3) references from similar projects the firm/architect has provided design and budget services for;

(9) Identify the location of the architectural/engineering firm or branch office performing the work, as proximity of the office to the site is an important aspect to this small public works project;

(10) Be comprised of one (1) original and four (4) copies in a sealed envelope clearly marked with the project title "GCSO JAIL INTAKE (BOOKING) AREA RENOVATION PRELIMINARY ARCHITECTURAL/ENGINEERING DESIGN SERVICES"

(11) Be received by mail, recognized carrier, or hand delivered on or before 4:00 p.m. on Thursday, April 11, 2013 to:

June Strickler, Administrative Services Coordinator
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823

Submittals must **not**:

(1) Be late; or
(2) Be submitted *via* e-mail or facsimile.

RFQ Submittal Opening

RFQ submittals will be opened on Thursday, April 11th at 4:05 p.m. in the Commissioners lobby located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington.

Please note that costs of preparation of the submittal will be borne by the submitting individual/firm.

The selection process and contract expectations follow, comprising pages 4-6 of this RFQ packet.

Should you have any questions about the submittal process, please contact me at (509) 754-2011 ext. 637 or *via* e-mail at jstrickler@co.grant.wa.us.

Thank you in advance for your courtesies.

Sincerely,

BOARD OF COUNTY COMMISSIONERS

June Strickler
Administrative Services Coordinator

cc: Board of County Commissioners
Lt. Dan Durand, GCSO Project Manager

SELECTION PROCESS AND CONTRACT EXPECTATIONS

1. Selection of a qualified individual/firm will be made by the Board of County Commissioners and one or more representatives of the Grant County Sheriff's Office and/or Facilities Maintenance (hereinafter "Selection Committee"). Grant County reserves to right to require a meeting between the Selection Committee and one or more representatives from the selected individual/firm prior to the award of a contractual agreement to be signed by the individual/firm and the Board of County Commissioners.

2. This request does not constitute an offer of employment or to contract for services.

3. The County reserves the option to reject any or all submittals, wholly or in part, received by reason of this request.

4. The County reserves the option to retain all submittals, whether selected or rejected. Once received by the County, the submittals and any supplemental documents become the property of the County.

5. The County reserves the right to award the contract to the individual/agency that presents the submittal which, in the judgment of the Selection Committee, best accomplishes the desired results.

6. Selection will be made on the basis of the submittals as received. The Selection Committee may deem it necessary to interview responders. The County retains the right to interview responders as part of the selection process.

7. Members of the Selection Committee are not to be contacted by the responders regarding this contract opportunity; however, they may contact the County's Administrative Services Coordinator at the location listed in Item #2 hereinabove, or at (509) 754-2011 ext. 637 for qualifications submittal and submittal opening questions and ddurand@co.grant.wa.us for renovation/booking area questions.

UNDERSTANDING OF AND APPROACH TO THE CONTRACT

1. Insurance

   a. Prior to final signatures on the contract, the individual/agency shall provide the County's Administrative Services Coordinator with proof of professional liability insurance written on an occurrence basis with limits no less than $1,000,000 combined single limit per occurrence and $1,000,000 in the aggregate for personal injury, bodily injury and property damage.

b. Indemnification

The individual/agency shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the individual/agency, or its agents, employees, or other independent contractors directly responsible to individual/agency including, but not limited to the following:

b.1 Violation of statute, ordinance, or regulation;

b.2 Willful, intentional or other wrongful acts, or failures to act;

b.3 Negligence or recklessness;

b.4 Furnishing of defective or dangerous products;

b.5 Premises liability;

b.6 Strict Liability;

b.7 Violation of civil rights; and/or

b.8 Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax Appeals or any other Washington public entity responsible for collecting payroll taxes, when the agency/firm is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the Professional Services Agreement are deemed by a court to be in contravention of applicable law, said

word(s) shall be severed from the Professional Services Agreement and the remaining language shall be given full force and effect.

The successful individual/firm will enter into a contract with Grant County with a period of performance from the date of Board of County Commissioner signature through project completion, on or before December 31, 2013. The successful individual/firm will be responsible to administer and/or ensure that all requirements set forth within the above Scope of Work are met.