

# **FRANKLIN COUNTY'S REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR DESIGN-BUILD SERVICES FOR AN EMERGENCY RENOVATION TO THE PROPERTY KNOWN AS THE "CAMPBELL BUILDING"**

## **OVERVIEW**

Franklin County, an Illinois County located in Benton, Illinois (hereinafter "County"), is seeking services of a qualified and experienced Design-Builder to provide professional services and construction services for the design and construction of government office spaces and meeting room (hereinafter "Facility") in an existing, unoccupied structure known as the Campbell Building which is located on the Public Square in Benton, Illinois and is proposing to facilitate such project through a Design-Build Services Agreement with a team of highly qualified architectural/engineering firm(s) and general contractor(s).

## **BACKGROUND**

Franklin County is an Illinois County of approximately 40,000 residents located in the southern part of the State of Illinois. The county is required to provide buildings and facilities which are sufficient and suitable for the operations of county government. The county seeks to meet this requirement by replacing the current office space from the structure known as the Franklin County Annex building located at 202 West Main Street in Benton, Illinois which currently houses county government offices including the Election office, Regional Superintendent of Schools, GIS Mapping, Supervisor of Assessments, Franklin County Board, Emergency Management, and the Board of Review by renovating a structure located on the Public Square in Benton, Illinois known as the Campbell Building. In addition, the county seeks to add a multi use conference and office facility which can be used by the County Board, the County Court System, and other County government offices in an effort to reduce the amount of traffic at the Franklin County Courthouse.

## **SUMMARY OF PROJECT**

The project will consist of design and construction for the renovation of the Facility, which, when completed, will include accommodations for the County's Election Office, Regional Superintendent of Schools, GIS Mapping, Supervisor of Assessments, County Board Offices, and a multi use conference room with additional supporting office space. The project will include associated site work and landscaping. Project site work will consist of renovating or replacing the following: all underground utilities to accommodate all needs of the office holders which will include, at a minimum, electrical, water, sewer, phone and will also include fiber optic connection to the county courthouse, other technical requirements of office holders, sidewalks, pavement, water retention areas, parking areas, and associated landscaping. Work includes: pre-engineered structure, all masonry (inside and outside), configuration of office space with solid walls with certain designated spaces to be divided by partition, ceilings, light gauge framing, painting, flooring, doors, sectional doors, windows, plumbing, HVAC, and electrical. The finished Facility shall be integrated, functional, and aesthetically pleasing to meet the County's needs and standard for overall quality; including applicable zoning laws, engineering and building codes and standards, shall be accessible to the public from a common entry point in the front of the building with two additional entrance and exit points for the employees. This project is a commercial project, therefore, NO residential grade equipment, materials, cabinetry, etc. will be permitted.

The total budget for the new Facility is Five Hundred Thousand Dollars (\$500,000.00), and renovations/constructions shall be contingent on a the county obtaining appropriate financing.

All proposers are required to attend a mandatory site visit and meeting with County official(s) to review the particular needs of office holders for space and any technical requirements of offices.

The County's needs to complete this project in a timely fashion as there exists an emergency need to replace the county's existing facilities. Time will be of an essence in all agreements entered into with respect to the renovation/construction of this Facility. The County expects work to be initiated no later than January 16, 2017 and it is the County's intention to occupy the new Facility on or before April 15, 2017.

This project calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/01.

#### COUNTY'S OBJECTIVES

It is the intent of the County to award a single Design-Build contract to provide all necessary services to renovate/construct the new Facility. The renovation/construction of the new Facility shall focus on functionality, efficiency, and high quality to the maximum extent possible within an accepted Guaranteed Maximum Price (GMP). The County is an Equal Opportunity Employer and invites submission of qualifications from minority and women owned businesses.

#### **Professional Services Required:**

The Design-Build contractor shall provide all professional services required for this Project including all architectural, mechanical, electrical, plumbing, fire protection, low voltage, structural, landscape, and civil engineering services needed to design and construct the new Facility, including project management, construction document review, bid management, and quality control. The selected Design-Build contractor shall provide all services necessary to meet the goals and objectives of the Project.

#### **Agreement:**

The County will review the qualifications received to determine the most advantageous to the County. Once the most qualified team is selected, the County intends to negotiate the terms of a Design-Build Services Agreement.

The County may require a proposer to provide a performance bond at any time prior to the acceptance of the proposal or before entering into final agreement with any agreed upon surety conditioned on the faithful performance of the contract.

The successful proposer will provide industry accepted insurance for the project and will also be required to furnish insurance of a character and amount to be determined by the County which protects the County, its officials, and employees against claims for personal injury (including death) and property damage and bodily injury that may be asserted as a result of the work to be performed under the agreement

**Receipt of Proposal and Qualifications Deadline:  
November 18, 2016 no later than 4:00 p.m. CST**

**Design-Build Contractor Selection Schedule:**

-The deadline for receipt of all Design-Bid Proposals and Qualifications is November 18, 2016 at 4:00 p.m., CST at the Franklin County Board Office located at 202 West Main Street, Benton, IL 62812

-Design-Build Proposals and Qualifications will be publically opened and reviewed for completeness during a meeting of the Franklin County Board at 4:00 p.m., CST on Monday, November 21, 2016 at the County Board Room, Third Floor Franklin County Courthouse, Public Square, Benton, Illinois. When Design-Build Proposals and Qualifications are delivered by mail or messenger service, the Design-Build contractor shall be responsible for delivery prior to the due date and time shown above. If delivery is delayed beyond the due date and time shown above, the County, as its sole discretion may reject the Proposal and Qualifications and return it unopened. The County Board Chairman, or his designee will decide when the specified time for receipt has arrived.

-Review of submitted Design-Bid Proposals and Qualifications by the County Board will take place from November 21, 2016 at 4:00 pm until the County Board's meeting of December 5, 2016. One or more submissions will be selected during that time period for further review, discussion and negotiation based on content and reference calls will be made and interviews of teams will be conducted to discuss proposals and qualifications.

-Award of Project to selected Design-Builder by the County is anticipated during the Board's meeting on December 5, 2016.

-The County reserves the right to reject any and all Proposals and Qualifications.

-Preliminary design drawings, budget, and GMP to completed by January 5, 2017.

The above schedule may be amended by the County as conditions are deemed necessary.

**EVALUATIONS OF PROPOSALS AND QUALIFICATIONS**

**MINIMUM REQUIREMENTS**

-At least Five (5) years in the industry, with experience directly related to projects similar in size and scope; and

-Licensed to practice and do business in the State of Illinois.

Each Proposal and Qualification will be evaluated by the County Board, with the following minimum criteria considered:

-Review of the Proposal and Qualifications submitted;

-References provided and verified for other similar work;

-Interviews with selected teams;

-Ability to meet the proposed schedule, requirements and needs of the County;

-Individual relevant experience of the Design-Build team members;

## SUBMISSION REQUIREMENTS

Three (3) hard copies of the Proposal and Qualifications must be submitted in a sealed envelope to the address listed below. The submission should include the following, in order presented:

- A title page that includes the following information: name of firm, local address, telephone number, fax number, email address, name of contact person, location of branch offices, if any, and states in which your firm is licensed to practice; and

- A statement of interest and understanding of this project, as well as your firms's project approach; and

- The team's familiarity with regulatory requirements related to the design and operation of facilities for public bodies;

- A summary of specialized experience and technical competence of the team (architect/engineer and contractor) with respect to this project's design, construction, and operation; and

- A description of similar project experience including the following: project name, locations, project description with specifics of how it related to this project, nature of specific services delivered by your firm, especially the firm's design build services, the date and duration of the project, the cost estimate of the project, and the constructed cost of the project;

- Identification of at least three (3) references, within the last five (5) years, from previous or current similar municipal or government projects; and

- Date and Time of attendance of mandatory site visit and meeting with County official(s); and

- Sealed Proposal and Qualifications should be submitted and received before the time specified for receipt of Proposal and Qualifications to:

by mail or hand delivery to:

Franklin County Board  
c/o Gayla Sink Administrative Assistant to the Franklin County Board  
202 West Main Street  
Benton, Il 62618

- Please write or type clearly on the outside and front of the envelope/package:

"Proposal and Qualifications for Design-Build of the Franklin County Board's Campbell Building Project"

The County will not compensate firms for the preparation of Proposal and Qualifications. All submitted material becomes the property of the County. The County will review the Proposals and Qualifications to determine the most advantageous to the County. The County reserves the right to reject any and all Proposals and Qualifications. For additional information, please contact County Board Chairman Randall Crocker at (618)439-3743.

## QUESTIONS

Questions pertaining to this Request for Proposal and Qualifications should be directed, in writing to:

Randall Crocker  
Franklin County Board Chairman  
202 West Main Street  
Benton, IL 62812

All responders will be required to arrange for a site visit and meeting with County official(s), which shall be coordinated through Gayla Sink, Franklin County Board Administrative Assistant. Visits will be scheduled between 8:00 am and 4:00 pm, CST, Monday through Friday unless other arrangements are made with the County. Site visit must be completed by November 17, 2016. At least 48 hour notice is required for coordination of visit by contacting Gayla Sink at (618)439-3743.