

REQUEST FOR QUALIFICATIONS

For

Professional Design Services

New County Courthouse

For

**The County of Franklin, Illinois**

**901 PUBLIC SQUARE  
Benton, Illinois**

**June 22, 2019**

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## I. INVITATION FOR QUALIFICATIONS

- A. The County of Franklin proposes to retain a qualified firm/team for the professional design of the new Franklin County Courthouse in accordance with 50 ICLS 510.
- B. To facilitate the selection of the consultant for this project, interested firms are invited to submit qualifications for consideration. Your submission should contain, at a minimum, the information requested in Section VI of this Request for Qualifications.
- C. Eight (8) copies of the qualifications must be submitted to, and received by the office listed below no later than 2:00 PM on July 9, 2019.

Gayla Sink Prather  
Franklin County Board Office  
Campbell Building  
901 Public Square  
Benton, IL 62812  
618-439-3743

- D. The Franklin County Board Chairman will select a team to assist the Franklin County Engineer with evaluating the qualifications. A recommended selection will be forwarded to the Franklin County Board for their consideration and approval. Negotiation of the Consultant contract is expected to commence directly thereafter.
- E. Franklin County has retained the services of Navigate Building Solutions to serve as the County's Project Manager. Questions concerning this project may be directed to Todd Sweeney at 314-458-3738.
- F. **Interested firms and all representatives thereof are prohibited from contacting any elected officials until after a final selection has been made by the Franklin County Board.**

## II. PROJECT DESCRIPTION

In April 2019, Franklin County voters passed a sales tax to fund a new County Courthouse located at the site of the existing County Courthouse at 100 Public Square, Benton, Illinois.

The project shall include the demolition of the old courthouse and design of the new Franklin County Courthouse. The new courthouse shall consist of three finished floors and potentially a basement. The Project will be approximately 40,000 to 50,000 SF and have a construction cost not to exceed \$13,150,000 and furniture budget not to exceed \$700,000.

The new Courthouse will house at least the Circuit Clerk's Office, the Judicial System Offices, support staff for these offices, approximately four (4) courtrooms, jury room and secured holding. The new facility should also include a new County Board room and board office.

A parking strategy is being developed by the county and will include surrounding street parking and adjacent/nearby surface lots. No onsite, secure parking is anticipated immediately adjacent or under the new courthouse.

The Courthouse exterior image is anticipated to reflect the style and feel of the existing Courthouse.

### III. SCOPE OF SERVICES

In 2018 the County secured the help of a local firm to complete a feasibility study and to generate a new courthouse rendering. It is anticipated that the selected consultant will perform an independent program evaluation.

As such, the County is seeking a firm and/or team to provide the following services required to complete this project:

- Architectural and Interior Design
- Mechanical Engineering
- Plumbing Engineering
- Electrical Engineering
- Fire Protection Engineering
- Structural Engineering
- Civil Engineering: In addition to providing all design services required onsite for the County Courthouse, the design team will be asked to support the development of the parking strategy on surrounding streets and adjacent/nearby surface lots this strategy and to provide engineering as required to improve existing or purchased parking areas
- Low Voltage Design
  - Audio Visual Systems
  - Courtroom Systems
  - Telecom and Data Backbone (Coordination with County Vendors)
  - Security design including perimeter entry, interior access, monitoring, holding cells and sally port systems. The County is also considering a remote monitoring station to limit staffing impact.
- Limited Landscape and Irrigation Design (if required)
- Furniture inventory, planning, selection, estimating and procurement. The County does not currently utilize cooperative purchasing agreements. It is anticipated that a furniture package will be bid to local furniture suppliers. Built-in courtroom furniture will be included in the Building Bid Package.
- Signage Design: building, wayfinding, interior and courtroom docket signage

- Acoustical Design: Though it is not anticipated that a third-party acoustical consultant is required, the design team will be responsible for accessing exterior acoustical concerns including a neighboring automotive shop and street traffic.
  - Engineering Estimates: Consultant to provide mechanical, electrical, plumbing, furniture, low voltage systems (see above) cost estimating. Project Manager shall provide architectural, civil and structural cost estimating.
  - Public Agency Interface: All pre planning required for AHJ Approvals and permitting.
  - Commissioning: New IBC Code minimum requirements
1. Not Required:
    - Re Zoning
    - LEED Certification (However the involvement of a LEED Accredited Professional on your team will be viewed positively)
    - Environmental Abatement
    - Traffic Studies
  2. County will provide:
    - Site Survey
    - Geotechnical Services
    - Telecom Services Contract

#### IV. CONTRACT FORMAT

The selected design firm shall provide a standard AIA contract format with the attached Owner-Architect contract provisions included (See Exhibit A). Any concerns with the provisions provided in Exhibit A must be noted, under a separate tab, in your RFQ response.

Shortlisted firms will be expected to prepare a final draft of their Owner-Architect contract, including proposed fees prior to the interview. However, only the top ranked firm will be asked to submit this information and within 24 hours of notification.

#### V. SELECTION PROCESS

- A. The Franklin County Board intends to award the contract to the most qualified Consultant which best demonstrates the commitment and application of experience, resources and methods to the unique project requirements.
- B. Your written response to this RFQ will be used to evaluate your firm's or team's qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project. It is anticipated that a short list of firms (or teams) will be selected for follow-up interviews.

**It is anticipated that interviews will be held on July 23, 2019.**

- C. The following evaluations criteria have been set for this project.
- |  |     |
|--|-----|
| 1. Relevant courthouse experience of the firm    | 10% |
| 2. Relevant courthouse experience of key staff   | 30% |
| 3. Relevant experience of subconsultants         | 15% |
| 4. Teams previous history working together       | 10% |
| 5. Project understanding                         | 20% |
| 6. Record of performance, reputation, references | 10% |
| 7. Proximity and Familiarity                     | 05% |
- D. Selection Schedule
- |                           |         |
|---------------------------|---------|
| 1. RFQ Issuance           | 6/22/19 |
| 2. Receipt of Responses   | 7/09/19 |
| 3. Shortlist Notification | 7/12/19 |
| 4. Interviews             | 7/23/19 |
| 5. Board Approval         | 8/06/19 |

## VI. STATEMENT OF QUALIFICATIONS

Responses to this RFQ should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked "Supplemental Information". Please provide:

- A. Brief history and general overview of your company. Please include the name, address, email and phone number of your primary point of contact.
- B. Introduction of any and all subconsultants required for the completion of the Project. Clearly define your past history of working together.
- C. A list of related project experience designing court facilities by the lead firm. Please provide a similar list for each subconsultant. List the project, project description, client, client contact information, date completed, description of project/services completed and who from your proposed project team was involved.
- D. Organizational Chart of key personnel.
- E. A narrative describing who will be leading and supporting each major task identified.
- F. Resumes describing the experience and capabilities of key personnel involved. Please note that the County is an advocate for sustainable design and construction. Though it

is not the County's intent to achieve LEED Certification, the inclusion of some LEED Accredited Professionals on the project team will be viewed favorably.

- G. Provide a management plan that sufficiently defines your project understanding and how you would approach completing the services.
- H. Provide a schedule for the completion of services and by doing so confirm whether or not you believe in the following "tentative" milestones set by the County.
  - 1. Consultant Selection/Commission Award 8/6/19
  - 2. Design Completed (7 Months) 3/31/20
  - 3. Project Bidding April/May, 2020
  - 4. Construction Completed Summer 2021
- I. Provide information, references, reference letters and any other data that substantiates your record of performance.
- J. Provide information detailing your proximity and familiarity with the project, Franklin County and the State of Illinois.

## VII. MISCELLANEOUS INFORMATION

- A. Nothing contained herein will create any contractual relationship between the Owner and the firm submitting qualifications. Statements contained in the response of the successful firm may become part of the agreement for services.
- B. Information received from each firm will become the property of the Owner. Information submitted by the firm cannot be considered confidential.
- C. Owner reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.
- D. The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.
- E. The Owner reserves the right to accept or reject any or all qualifications and to waive any irregularities.
- F. The Owner is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.
- G. As part of your cover letter, provide name, address, telephone and fax number, and e-mail address of the firm responding to this Request for Qualifications. Please designate a single representative or prime contact through whom the Owner may communicate at the firm.

H. The selected Firm shall agree to indemnify and defend and hold harmless the Owner, together with its employees, agents, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Firm, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of the Contract. Firm's indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.