

Request for Qualifications - RFQ #18-01
Architectural/Engineering Consultant Service
For a Building Feasibility Study and Conceptual Design

KENT COUNTY, MARYLAND

Kent County is requesting qualifications from Architectural/Engineering Firms with experience in planning and design of public safety facilities. The County is interested in performing a feasibility study for the expansion or relocation of the County Correctional, Sheriff and 911/EMS Center facilities. All three Departments are located in one building at 104 Vickers Drive, Chestertown, MD 21620.

A copy of the Request for Qualifications can be obtained by downloading the document from the County website www.kentgov.org. Firms intending to submit qualifications are responsible for checking this website for addenda prior to submitting their qualifications. It is the sole responsibility of the respondent to ensure the completeness and accuracy of the completed submission.

Questions are due no later than October 18, 2018 at 12:00 p.m. (local time). No further questions will be accepted after this date. All questions shall be emailed to James M. Wright, Jr. PE County Engineer at jwright@kentgov.org.

Qualifications submissions are due in the Office of the Department of Public Works at 709 Morgnec Road, Chestertown, MD 21620 on October 24, 2018 at 2:30 p.m. (local time) at which time and place they will be publicly opened and only the names of the Firms read aloud. Late submissions will not be accepted and will be returned unopened.

Shelley L. Heller, County Administrator
Kent County, Maryland

SECTION I. INTRODUCTION

1. BACKGROUND

Kent County, Maryland (the “County”) is located on the Upper Eastern Shore. The County is largely composed of agricultural, recreational and residential land uses. The County has an area of 413 square miles and a population of 20,197 residents living in 10,549 households. The County’s largest Town is Chestertown followed by the Towns of Rock Hall, Galena, Betterton and Millington.

The County is governed by a three-person Commission and managed by a full time Administrator.

The County Correctional Facility

The Kent County Detention Center was built in 1988. The building is 22,000 square ft. Approximately 16,000 sq. ft. are utilized by the Detention Center. The building houses 78 inmates.

The Detention Center is organized into 2 Medium Security and 1 Maximum Security Pods, which house 16 male inmates each. One Medium Security Pod houses 8 females. Alternate Housing, includes protective custody for 8 inmates; 2 restrictive housing cells which house 2 inmates each and 1 isolation house for 1 inmate. In addition, there is a section for work release inmates with beds for 8 female and 24 male inmates.

Facility staff breakdown is as follows:

- 1 Warden
- Administration Manager
- 2 Captains
- 2 Transportation Officers
- Nurses station: Nurse director and 3 med techs
- Kitchen: 1 dietary supervisor 3 staff members
- 1 Corporal 1 officer: work release/pre-trial programs
- 1 Corporal: audit coordinator
- 20 Officers

Issues:

- Additional cells for the holding/booking area.
- Increasing medical space to add an exam room for interviewing mental health patients.
- Additional Isolation Cell.
- More property room storage and storage for jail property.
- Add 4 more cells for female inmates.
- Add 4 cells for segregation for discipline.
- Close off female/ male recreation yards.

- Add training/ program room for inmates.
- Visitation room for male and female inmates.
- Additional administration office space.
- Meet Federal standards for juveniles and females by separation from male inmates by sight and sound.
- Closed in vehicle Sallyport and Kitchen Storage areas.
- Records office space.
- Storage for medical records and inmate records.
- Additional space for work release/ transportation office.

The County Sheriff's Office has a staff of 30 personnel. The Department is organized into the following divisions:

- Administrative Unit
- Patrol Division
- Criminal Investigations Division
- Narcotics Enforcement Team
- School Resource Deputy
- Services Division
- Victim Services
- Chaplain (auxiliary)

The current offices occupy approximately 3,700 sq.ft.

In 2017 the Sheriff's office processed 618 arrests, investigated 77 Part I (i.e. burglary, homicides, theft) and 213 Part II (ie. harassment, fraud, DWI) crimes.

Issues:

- Facility Security
- Evidence Preservation
- Secure Prisoner Transfer
- Larger Garage Area
- Patrol/Briefing Room
- Additional Office Space
- Records Storage

The County Emergency Management Department consists of the 911 Center, Emergency Management and Emergency Medical Services. It has a staff of 42 full and part time personnel. The staff includes the Director, Administrative Asst. and Emergency Preparedness Planner along with a 17- member 911 staff and 22- member EMS staff.

The County Emergency Operations Center is housed in a 24'x20' room in the basement of the Corrections Center that also serves as office space and storage for the administrative assistant.

The Emergency Medical Services office is located in the Village of Lynch approximately 8 miles from the County's major population density. It houses the EMS supervisor office and the central County EMS response unit.

Issues:

- Existing location has problems with water leakage and dampness. No natural light.
- Lack of space for staffing during emergencies. Estimate 25 positions from attending government agencies would be onsite.
- No bunk rooms or kitchen area for extended operations.
- More storage space for equipment.
- Limited redundancy (power, fiber connectivity, radio).
- Emergency Operations and EMS should be housed together.
- Office space for Emergency Service Director, Communications Chief, EMS Chief, Emergency Management Planner, Administrative Assistant and Central EMS Units.
- Meeting/Training space
- 911 Center with 4 work positions.
- Separate room needed for radio, servers and battery back-up with AC.
- 4 Bay heated garage with equipment storage for EMS vehicles.

2. PURPOSE

Kent County is requesting qualifications from Architectural/Engineering Firms with experience in planning and design of public safety facilities. The County is interested in performing a feasibility study for the expansion and/or relocation of the County Correctional, Sheriff and 911 Center facilities. All three Departments are located in one building at 104 Vickers Drive, Chestertown, MD 21620.

The Intent of this RFQ is to select a preferred Architectural/Engineering Firm and work with the Architectural/Engineering Firms to develop an appropriate scope of work and negotiate a contractual fee and terms and condition to perform the feasibility study.

In general, the feasibility study will:

- Evaluate the existing facilities condition with respect to current standards and future needs.
- Investigate expansion/renovation of the existing facility, relocation of all or some of the Departments to a new site and or other available building.
- Develop conceptual design alternatives and estimated project costs (design, construction, funding, etc.).

If in the event, the County and Architectural/Engineering Firms are unable to agree on a contractual scope of work, fee and terms and conditions, the County shall have the right to end negotiations and select an alternate qualified Consultant to negotiate a contract.

3. QUESTIONS AND INQUIRIES

A. A copy of the Request for Qualifications can be obtained by downloading the document from the County website www.kentgov.org. Firms intending to submit qualifications are responsible for checking this website for addenda prior to submitting their qualifications. It is the sole responsibility of the respondent to ensure the completeness and accuracy of the completed submission.

B. Questions are due no later than October 18, 2018 at 12:00 p.m. (local time). No further questions will be accepted after this date. All questions shall be emailed to James Wright, PE County Engineer at jwright@kentgov.org

SECTION II. SUBMISSION OF QUALIFICATIONS

1. PREPARATION OF QUALIFICATIONS DOCUMENTS

A. Submit one unbound original and four (4) bound copies of the completed Qualifications Documents. Provide one electronic copy in PDF format on USB portable electronic memory. Electronic copies shall be submitted in portable document format (pdf) or image file formats. Documents must be capable of being opened, read, and disseminated to accommodate the solicitation process. If electronic copies are submitted in multiple documents, the documents must be numbered in compilation order to mirror hard copy submittals. Document must be printable on 8 ½ by 11 inch paper.

B. Qualifications should be tab-sequenced as follows: (1) Cover letter, (2) Respondent Background, (3) Qualifications and Experience, (4) Organizational Chart and Resumes, (5) References and (6) Rates and Expenses.

C. Respondents will supply all information and submittals required by the Qualifications Documents to constitute a proper and responsible completed Qualifications Document package.

D. Any ambiguity in the Qualifications Documents as a result of omission, error, lack of clarity, instructions will be construed in the light most favorable to the County.

E. The County is not liable for any costs incurred by the Respondent for the preparation of a proposal submitted in response to this RFP, for conducting any presentations to the County, or any other activities related to responding to this RFP.

2. SUBMISSION OF QUALIFICATIONS DOCUMENTS

A. All copies of the Qualifications Documents and any other documents required to be submitted with the Qualifications Documents will be enclosed in a sealed envelope. The envelope will be addressed to the County Administrator and will be identified with the words **“Architectural/Engineering Qualifications Submittal”** and the Respondent’s name and address. If the Qualifications are sent by mail, the sealed envelope will be enclosed in a separate mailing envelope with the notation **“Sealed Qualifications Documents Enclosed”**

on the face thereof.

B. Qualifications Documents will be deposited at the designated location prior to the time and date for receipt of Qualifications Documents as indicated in the Advertisement or Request for Qualifications, or any extension made by Addendum. Qualifications Documents received after the time and date for receipt will be returned unopened.

C. The County will not be responsible for any Qualifications Document delayed in the postal or other delivery service nor any late Qualifications Document received after the submission date.

3. ADDENDUM

A. No oral statements of any person will modify or otherwise affect or interpret the meaning of this Request for Qualifications.

B. Any and all interpretations, corrections, revisions, and amendments as determined necessary by the County will be issued by the County in the form of written addenda posted to the County website.

C. All addenda will be issued so as to be posted at least five (5) days prior to the time set for receipt of Qualifications Documents.

4. OPENING OF QUALIFICATIONS DOCUMENTS

Qualifications Documents received on time will be opened publicly and only the Respondent's names will be read aloud for the record.

5. ECONOMY OF QUALIFICATIONS

Qualifications Documents will be prepared simply and economically, providing straightforward and concise description of the Respondent's capabilities to satisfy the requirements of the Request for Qualifications. Emphasis should be on completeness and clarity of content.

6. PROPRIETARY INFORMATION OR TRADE SECRETS

The Respondent may invoke proprietary information or trade secret protection for submission of any data/material by (1) identifying the data/material in a written description, and (2) clearly marking the data/material as proprietary. The County reserves the right to ask for additional clarification prior to establishing protection.

7. OWNERSHIP OF MATERIALS

Ownership of all material and documentation originated and prepared pursuant to the Qualifications Documents will belong exclusively to the County and is subject to public inspection in accordance with the Public Information Act to the extent allowed by law. Trade secrets or proprietary information submitted by a Respondent in connection with a procurement transaction will not be subject to disclosure under the Public Information Act. However, the Respondent must invoke the protections of this section and be in accordance with Section 2.A.

SECTION III. EVALUATION AND REVIEW OF QUALIFICATIONS

1. ACCEPTANCE OR REJECTION OF QUALIFICATIONS DOCUMENTS

A. The County Commissioners in their sole determination and in the best interest of the County will select a Respondent that is the most Qualified and Responsive in complying with the provisions of the Qualifications Documents. The County reserves the right to reject the Qualifications Documents of any Respondent who has previously failed to perform properly in any way or complete on time contracts of a similar nature.

B. In determining a Respondent's Qualifications, the County may consider the following:

1. Ability, capacity, and skill to provide the services;
2. Character, integrity, reputation, experience, and efficiency;
3. Quality of past performance on previous or existing projects and other evidence of performance ability;
4. Previous and existing compliance with laws and ordinances relating to contracts with the County and/or other entities and to the Respondent's employment practices;
5. Statement of current work load and capacity;
6. Familiarity with the type of work being proposed and ability to identify solutions and alternatives that will benefit the project;
7. The Respondent, if requested, will be prepared to supply evidence of its qualifications, listed above, and its capacity to perform the Services; such evidence to be supplied within a specified time and to the satisfaction of the County.

C. In determining a Respondent's Responsiveness, the County will consider whether the Qualifications Documents conform in all material respects to the Request for Qualifications.

2. KEY PERSONNEL

A. The Qualifications Document shall specifically name the key personnel that will be the designated representative of the Respondent in doing business with the County. This person shall be actively involved in meeting attendance, promptly responding to requests by the County and providing oversight of projects and invoicing.

B. The designated representative shall be an active licensed professional architect or engineer registered in the State of Maryland.

C. Provide a statement of qualifications specifically for the designated representative of the Respondent.

3. EXPERIENCE, STAFFING AND QUALIFICATIONS

A. Provide a brief statement describing the Respondent's background, history, resources and/or track record.

B. Provide an organizational chart of the organization to clearly show the interrelationship of management and key personnel who will be responsible for the delivery of the Services to be provided to the County.

- C. Identify and provide a statement of qualifications for all project team members who will be assigned to this Project, including those responsible for “hands on” Services, as well as those assigned for supervision, oversight and responsibilities.
- D. Identify any Subcontractor services that the Respondent will need to utilize to perform the feasibility study work for the County.

4. RATES AND CHARGES

- A. Provide an hourly rate sheet for staffing by position.
- B. Provide the hourly billable rate to be charged for the Respondent’s designated representative.
- C. Provide a list of expense unit charges for consulting services including mileage charges, CADD, GIS, phone, copying and publication that would be expected to be charged to the County for work performed.

5. OTHER REQUIREMENTS

- A. Provide the geographic location of the Respondent’s office relative to the County’s location. The Respondent should include the complete address of the office proposed to handle the work.
- B. Identify any conflicts of interest both existing and potential for the Respondent performing work for the County.
- C. The selected Respondent will be subject to, and must comply with, the provisions of all applicable state and federal anti-discrimination laws.
- D. The selected Respondent will not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national origin, sex, sexual preference, disability, marital status, age; or otherwise commit an unfair employment practice.

6. REFERENCES

- A. Provide a minimum of three (3) references for services provided similar in nature and size to those described herein.

7. INTERVIEWS

The County reserves the right to engage in interviews with a shortlist of those Respondents initially deemed fully qualified, responsible, suitable, and professionally competent to provide the required services. Respondents will be encouraged to elaborate on their qualifications, experience, capabilities, and staff expertise. Proprietary information from competing Respondents will not be disclosed to the public or to competitors.

8. EVALUATION

- A. An Evaluation Committee of the County will be responsible for recommending to the County Commissioners selection of the most highly ranked responsive and responsible Respondent. A shortlist of Respondents with the highest ranked submittals may be asked to make a detailed presentation of their product/service to the County.
- B. All Respondents are advised that in the event of a receipt of adequate number of Qualifications Documents, which, in the opinion of the Evaluation Committee, require no further clarification and/or supplementary information, such Qualifications documents may

be evaluated without further discussion. Hence, Qualifications documents should be initially submitted on the most complete and favorable terms which Respondents are capable of offering the County. Qualifications Documents will be evaluated using the following criteria:

<u>Weighting Factor</u>	<u>Criterion</u>
30%	Expertise, experience in performing feasibility studies for Public Safety facilities, and qualifications of the Respondent.
30%	Expertise and experience in the design of Public Safety Facilities including Enforcement, Correctional and 911/EMS operations.
20%	Familiarity with the facility needs for providing public safety services by the County and Experience dealing with regulatory and standards for planning and design of Enforcement 5%, Corrections 5%, Public Works 5% and 911/EMS 5% Public Safety facilities.
10%	Billable Rates
10%	Geographic location of the Respondent relative to the location of the County and familiarity with the Respondent's ability to respond to routine everyday type requests.

C. Each Respondent will be rated for each criterion on a scale of zero to four as described below:

Unacceptable	0
Poor	1
Fair	2
Good	3
Superior	4

D. A Respondent's final grade will be the sum of each criterion's rating multiplied by the weighting factor listed above.