

**RFQ 19-01**  
**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**ARCHITECTURAL AND ENGINEERING SERVICES**  
**FOR THE DESIGN AND CONSTRUCTION OF**  
**A NEW COUNTY PRISON FOR**  
**FAYETTE COUNTY, PENNSYLVANIA**

**BACKGROUND**

The Fayette County Prison is currently located at 61 East Main Street, Uniontown, PA 15401. The existing jail opened in 1892 with additions in 1999. The prison has a rated capacity of 262 inmates, but has housed more than 300 inmates, and the County has previously had to regularly lease additional bed space from other counties. Based on several recent studies, it has been determined that a new county prison is needed. The former Army Reserve Training Center property has been acquired by the County and will be the location for the new County Prison. There are existing buildings on this site that may or may not be retained for inclusion in the new prison project.

The County is soliciting a Request for Qualifications from firms that have programming and design capability, can adequately demonstrate they have the resources, experience, and qualifications to guide the County through a comprehensive process of developing a detailed space program, a master site plan, preparation of plans and specifications for building design, and have successfully completed similar projects related to the proposed project. All design elements and any recommendations must be approved by and meet the requirements of the Commonwealth of Pennsylvania and all applicable State, Federal, and Local laws and regulations, American Correctional Association (ACA) standards, and the Prison Rape Elimination Act (PREA) standards.

A prime firm will be selected to accomplish all services outlined in this Request for Qualifications.

**PROJECT DESCRIPTION**

The most recent needs assessment, and update, has identified the need for a new County Prison with approximately 312 prisoner beds of various custody levels, a new Booking Center, and potentially a new Central Court to be co-located with the new prison. It is anticipated that the gross area of the prison should be approximately 106,700 square feet. (A complete copy of the needs assessment and update can be obtained by contacting Chief Clerk Amy Revak at 724-430- 1200 X 1504.

The successful firm will be expected to develop project options for repurposing some of the existing buildings on the former Army Reserve Training Center property, as appropriate, to save construction time and cost.

The County is seeking proposals from firms with experience providing the following services:

- Detention center space planning and programming;
- Design and construction of County Prison facilities; and

- Development and execution of initiatives to engage and inform the community.

## **SCOPE OF SERVICES**

### **General**

The scope of services shall be as described below. Services shall be performed by the Architect/Engineer in a professional and workmanlike manner and shall include all civil, mechanical, electrical, and site engineering services and architectural and landscape architectural services incidental thereto.

It is the intent of the County to retain a construction manager for this project. The successful Firm will work with the construction manager and will be involved for the full duration of the facility program, design development, preparation of construction bidding documents, and preconstruction assessments. All design elements and any recommendations must be approved by and meet the requirements of the Commonwealth of Pennsylvania and all applicable State, Federal, and Local laws and regulations.

### **Public Review Process**

The selected Firm shall include coordination with the appropriate related entities of Fayette County and local government including, but not limited to, the Commissioners, Prison Board, Sheriff, Warden, and support services related thereto. Firm shall participate, attend, and present information at all public/government hearings and meetings regarding the project.

## **BASIC SERVICES**

### **Phase I – Preliminary (pre-financing)**

**Space Program** – a detailed space program will be developed for a new prison facility, Booking Center, and potential Central Court. The prison facility must include 312 prisoner beds and an assessment of the estimated costs.

**Floor Plan/Rendering** – conceptual design and estimated costs for a facility floor plan and rendering of a new prison facility, including detailed construction and fixtures, furniture, and equipment (“FF&E”) cost estimates.

Services shall include project formation necessary for project financing including but not limited to certificates of obligation and/or bonding. The selected Firm shall attend public meetings about the project and assist in answering citizens’ questions about the project prior to the final decision to proceed by the County Commissioners.

### **Phase II – Design and Construction (post-financing)**

**Develop complete schematic design** documents for County approval including drawings/plans of the site and proposed building with an updated cost estimate. Design shall include consultation with County’s representatives in preparation of schematic floor plan incorporating owner requirements, preparing preliminary cost estimates, advising owner, preparation of final plans and specifications that conform to the Pennsylvania Codes for County Correctional Institutions and any recommendations applicable to State and Local building codes, and final detailed line item project cost estimates. Project design shall include

geotechnical services required for design, proposal evaluations and recommendations as well as construction inspection. A plan for future expansion shall be included.

**Prepare detailed design development** documents for County approval including detailed drawings of the entire project, site master plan and all engineering features of the building with an updated cost estimate of capital and operational funding.

**Develop construction** documents for final County approval. Prepare construction documents and specifications required for the bidding and construction process. This phase shall include a final cost estimate.

**Bidding** – Develop construction bid documents, assist in preparation of the notice to bidders, distribution of specifications to prospective bidders, meeting with bidders and assistance in reviewing proposals and qualifications of bidders, and making a recommendation of award of the construction contract.

**Permits and Approvals**– Assist with the government approval process and obtain permits from agencies, such as the Department of Corrections Office of County Inspection and Services, the County of Fayette, the City of Uniontown and South Union Township.

**Construction Administration and Monitoring Assistance** – work with the construction manager as Fayette County’s representatives and provide administration of the Contract for Construction – to include construction meetings with contractors, site visits throughout the construction phase, reviewing work in progress and determining project completion. A separate cost estimate shall be provided for providing daily site supervision.

**Advise Fayette County** of defects and deficiencies in the construction work on a timely basis and recommend when the County should reject work.

**Provide** a complete set of A/E as-built drawings upon completion of the project.

**Provide** final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

## **COUNTY’S RESPONSIBILITIES**

The County will furnish in a timely manner all criteria and full information as to the County’s requirements for the project, design objectives and constraints, space, capacity and performance requirements, and schedule and budgetary as part of the effort to be completed by the selected respondent.

## **SUBMITTAL REQUIREMENTS**

1. Company Profile  
Overview of the company with emphasis on the design of correctional facilities. If the lead firm intends to utilize consulting engineering services, provide the same information for all consulting firms proposed for this project.

2. Project Experience  
Provide a list of projects involving detention facilities in Pennsylvania and other states. Note any direct supervision facilities.
3. Project Approach  
Provide a narrative of services to be provided and approach to design. Focus should be on innovative methods you plan to institute that will gain efficiencies in time, budget and stakeholder involvement.
4. Project Team  
Provide an organizational chart for the project listing discipline leaders and key support staff to be assigned to this project. Include resumes for each individual listed. Emphasis should be given to each members' experience with similar detention projects, and list whether the planner/programmer has operational experience in detention facilities.
5. References  
Provide a minimum of three references where your firm has provided design services. References are to include a project description, your firm's role in the project, key staff assigned to that project, name of contact person providing reference, title, and phone number.
6. Supplementary Information  
Any information respondents consider being pertinent to this solicitation.

In order to facilitate the review of qualifications statements, Fayette County asks that your response be organized in the above format preceded by a cover letter and table of contents.

### **SUBMISSION DEADLINE**

One (1) original and five (5) copies of the company's response shall be submitted to:

Fayette County Commissioners Office  
Attn: Chief Clerk Amy Revak  
61 East Main Street Uniontown, PA 15401  
Phone: 724-430-1200, X 1504  
Fax: 724-430-1265  
Email: arevak@fayettepa.org

By: Before 3 p.m. EST Thursday, February 28, 2019 in a sealed envelope clearly marked:

RFQ 19-01 FOR COUNTY PRISON ARCHITECTURAL/ENGINEERING SERVICES

Proposals received after the time and date above will not be considered.

## **QUESTIONS**

Questions regarding the RFQ process may be directed to Chief Clerk Amy Revak. Questions shall be in writing and emailed to Chief Clerk Revak at [arevak@fayettepa.org](mailto:arevak@fayettepa.org) no later than 4:30 pm EST on Thursday, February 21, 2019.

Questions concerning the County Prison facility may be directed to Warden Jeffrey Myers. Questions shall be in writing and emailed to Warden Myers at [jeffmyers@fayettepa.org](mailto:jeffmyers@fayettepa.org) no later than 4:30 pm EST on Thursday, February 21, 2019.

## **SELECTION PROCESS**

The County Commissioners shall be responsible for reviewing responses to the RFQs and qualifying a short list of firms based on past performance with the Pennsylvania Department of Corrections Office of County Inspection and Services, staff experience and team qualifications, technical competence, capacity and capability to perform, and financial strength. The County reserves the right to reject any or all responses to this RFQ.

The County Commissioners will interview a short list of firms in further evaluating compatibility and qualifications to produce the required product for the County. Finalists will be asked to provide additional information, including a description of the fee basis for the project.

Based upon the submittals and the interview process, the County Commissioners will review and evaluate the short list of firms based on the RFQ packages and interviews. The County Commissioners will also receive and consider input from the County Prison Board. The County Commissioners will then attempt to negotiate a contract with the firm that is considered by them to be best for the project. If the County is unable to reach an agreement with this firm, it will formally and in writing end negotiations and proceed to negotiate with the next best firm, and so on until a contract is reached. All design elements and any recommendations must be approved by and meet the requirements of the PA Department of Corrections Office of County Inspection and Services and all applicable State, Federal and Local laws and regulations.

## **ACCEPTANCE OF EVALUATION METHODOLOGY**

Submission of qualifications indicates a Firm's acceptance of the evaluation techniques and the recognition that subjective judgments must be made by the County during the evaluation process.

## **IMPORTANT DATES**

Friday, February 1, 2019  
Thursday, February 21, 2019

RFQ 19-01 issued to the public  
Written questions due to Chief Clerk Amy Revak at [arevak@fayettepa.org](mailto:arevak@fayettepa.org) or Warden Jeffrey Myers at [jeffmyers@fayettepa.org](mailto:jeffmyers@fayettepa.org)

Thursday, February 28, 2019

RFQ 19-01 responses due to Chief Clerk Amy Revak by 3 p.m. EST

RFQs opened in commissioners conference room

\*Dates for interviews of firms and selection will be announced at a later date.

**\*\*\*Note: Please do not include any information about fees or pricing at this time\*\*\***

The County reserves the right to reject any and all statements of qualifications or to waive any informalities or inconsequential requirements. Qualifications shall not be returned to the respondent(s) once submitted and the County may dispose of them in any way it sees fit.

Expenses incurred in the preparation of statements of qualifications shall be borne solely by the respondent(s) with the express understanding that the respondent(s) may not apply to the County for reimbursement for these expenses.

Qualifications shall be accompanied by a cover letter signed by an officer empowered by the respondent to sign such material and thereby accept responsibility for the material submitted. Faxed qualifications will not be accepted.

CERTIFICATION OF RFQ

The undersigned affirms they are duly authorized to execute a contract for their firm. The undersigned affirms that the information contained in this proposal is complete and accurate to the best of the undersigned's knowledge.

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Company Name \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street/P. O. Box                  City                  State                  Zip

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Employer Identification Number/Social Security No. \_\_\_\_\_