

**FAULKNER COUNTY**

801 Locust Street  
Conway, AR 72034

**INVITATION TO QUALIFY**

**DUE: 9:00AM- 1/23/2020**

Sealed qualifications must be clearly marked on the outside of the package with:  
"RFQ Detention Center Architectural Services"

**QUALIFICATIONS WILL BE OPENED JANUARY 23, 2020 @ 9:00AM LOCATION: FAULKNER COUNTY JUDGES OFFICE 801 LOCUST STREET, CONWAY, AR 72034**

**RFQ DETENTION CENTER ARCHITECTURAL SERVICES**

**GENERAL SPECIFICATIONS:** Faulkner County, Arkansas, is requesting statements of qualifications from individuals or firms interested in providing contract Detention Center Architectural Services from a firm with the ability to perform services in the state of Arkansas.

**REQUIREMENTS:** Respondents failing to comply with any of the following requirements will not be considered for the evaluation and award process:

Each respondent is required to fill in every blank and shall supply 100% of all of the information requested within each section; failure to do so may be used as a basis of rejection.

**INFORMATION:** For additional information, email phil.murphy@faulknercounty.org. Respondents shall direct response inquiries to the Faulkner County Civil Attorney's Office.

**FOR EVALUATION PURPOSES WE REQUEST THAT YOU SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES OF YOUR RFQ IN A SEALED ENVELOPE LABELED "RFQ DETENTION CENTER ARCHITECTURAL SERVICES".**

It is solely and strictly the responsibility of the qualifier to ensure that the RFQ is received by Faulkner County on or before the specified date and time.

**LATE QUALIFICATIONS WILL NOT BE ACCEPTED.**

The undersigned hereby offers to furnish & deliver the articles and/or service as specified, pursuant to the terms stated herein. This offer is not subject to withdrawal unless upon mutual written agreement by Respondent and Faulkner County.

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES**

Applicant agrees that the performance of any work or sale pursuant to this RFQ is and shall in all respects be in strict compliance with all local, state and federal laws as well as such rules, regulations, ordinances, proclamations, demands, directive, executive orders or other requirements issued pursuant thereto by the municipal, state and federal governments and all subdivisions thereof which now govern or may thereafter govern the manufacture, sale or delivery of the Goods contemplated by this bid including but not limited to the provisions of (i) Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and the regulations and executive orders issued thereunder, (ii) the Equal Employment Opportunity clause in Section 202 of Executive Order 11246, as amended, and the implementing rules and regulations (41 CFR, Part 60) and executive orders issued thereunder, (iii) the Affirmative Action Clauses and regulations of Section 503 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended, and executive orders issued thereunder, and (iv) all laws, interim and permanent standards, rules, regulations and executive orders of the Occupations Safety and Health Act and all state and federal laws and regulations relating to safety and health standards. Applicant agrees upon request to furnish Faulkner County with a certificate of compliance relating to any such laws in such form as the County may require. Applicant agrees to indemnify and hold harmless the County from any liability resulting from the failure of applicant to comply with any such laws and regulations.

## **RESTRICTION OF BOYCOTT OF ISRAEL**

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract or purchase order valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

### **1.0 PURPOSE & INTRODUCTION**

Faulkner County, Arkansas, is requesting statements of qualifications from individuals or firms interested in providing Detention Center Architectural Services from a firm with the ability to perform services in the state of Arkansas including, but not limited to:

- Analysis of the existing detention centers owned and located in Faulkner County with a basic budget figure for creating a new facility which would house a minimum of 40 additional beds.
- Development of a design plan, including schematic design and rendering of the proposed detention facility.
- The design of a project plan that allows for the phased implementation of the new facility.

Statements of Qualifications will be received at the Faulkner County Judges Office, 801 Locust Street, Conway, AR 72034 by Thursday, January 23, 2020 at 9:00 AM. A nonresponsive or incomplete qualification statement will not be considered.

The County welcomes any questions regarding this solicitation. Questions should be addressed in writing to Faulkner County Civil Attorney, via e-mail at [phil.murphy@faulknercounty.org](mailto:phil.murphy@faulknercounty.org).

### **SECTION I - TRANSMITTAL LETTER**

Include a short (one to three pages) Transmittal Letter that shall include:

1. A Summary of why the Respondent believes itself to be the most qualified.



Number of Employees Available for Assignment: \_\_\_\_\_

Number of Years Providing Project Management \_\_\_\_\_

Services: Provide Six References from Past Job \_\_\_\_\_

Experience:

Reference 1	Reference 2	Reference 3
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone

Reference 4	Reference 5	Reference 6
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone

## 2.0 RFQ TERMS & CONDITIONS

**All submitted documents must be clearly marked "RFQ Detention Center Architectural Services".**

1. It shall be clearly understood that any costs incurred by the Respondent in responding to this request is at the Respondent's own risk and expense as a cost of doing business, and Faulkner County is not liable for reimbursement to the Respondent for any expense so incurred, regardless of whether or not the qualification is accepted.
2. Any inquiries or requests for explanation in regard to Faulkner County's requirements should be made promptly to the above listed number. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit qualification statements, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submission.
3. Any conditions or expectation on the part of the Respondent for performance by the County must be set forth in the qualification statement. Faulkner County is not obligated to consider the Respondent's post submittal terms and conditions.
4. At the discretion of Faulkner County, one or more firms may be asked for more detailed information before final selection, which may also include oral interviews. Faulkner County will not be responsible for misdirected qualification statements. Respondent should call the Judge's Office at (501) 450-4900 to insure receipt of their documents prior to opening time and date listed above.
5. Preference will be given to architects who have previously designed a detention facility, and those who have experience with prefabricated or modular designs within detention facilities.

### 3.0 SELECTION PROCESS

The detailed evaluation of the qualification statement may include an interview by the Selection Committee. Award of a contract may be made with or without interviews. Qualification Statements should therefore be submitted on the most favorable terms available.

The evaluation criteria will have the following relative weighting given each item.

- 30 Points (1) Specialized experience and technical competence of the firm with respect to the type of professional services required;
- 25 Points (2) Capacity and capability of the firm to perform the work in question including specialized services, within the time limitations fixed for the completion of the project;
- 25 Points (3) Past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines; and
- 20 Points (4) Firm's proximity to and familiarity with the area in which the project is located.

### 4.0 INSURANCE

The firm must provide and maintain in force at all times during the term of the contract contemplated herein insurance for Workers' Compensation as required by Arkansas State Law, Commercial General Liability, Automobile Liability, and Errors and Omissions Liability in not less than the amount of \$1,000,000. Proof of such shall be submitted prior to award of contract.

### 5.0 BID CHECK-OFF LIST

- Qualification Signed
- Transmittal Letter Included (one to three pages)
- Firm / Individual Experience Included (No more than 10 pages)
- Proof of Insurance Included
- All Information is filled in the blanks
- Four Copies of the Completed Bid