



MEMO

County Administrator

Robert W. Wilson
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TO: County Commissioners
FROM: Robert W. Wilson
DATE: November 10, 2021
SUBJECT: RFP – County Storage & Training Facility

On Monday November 15, 2021 the Commission is scheduled to consider a Request for Proposals (RFP) for Professional Design Services and Building Plans for a County Storage and Training Facility.

This facility has been discussed at budget hearings and rotational meetings and will meet a critical County need. Currently county election equipment is stored in a rented facility that does not provide adequate space to service, test and update the Cass County's new computer-based elections equipment. The facility is not air conditioned and full and part-time staff are at times working during the summer months in a building that reaches 90 degrees. The facility does not provide adequate space to training the part-time staff that is critical to administer every election.

Former County Finance Director Mike Montplaisir first proposed designing and constructing an elections facility that will serve both as an equipment storage and maintenance facility and training area for part-time elections staff. The county holds approximately 9 training sessions for elections workers each election cycle, with a minimum of 30 to 40 participants. Currently, for each training session the voting machines are moved to a different location – typically a local hotel ballroom - unloaded and set up for training. Following training the equipment is moved back to the storage warehouse and then transported a third time to the various polling locations prior to early voting periods and Election Day.

As discussions about an elections equipment storage & training facility developed an additional need was identified involving law enforcement equipment currently housed in a storage facility on the Highway Department property. Law enforcement-related equipment now occupies about 1/3rd of this facility. This is not ideal because some of the law enforcement equipment includes sophisticated electronics. The presence of sand, gravel and dust that exists in even a well-maintained and organized Highway facility can impact the performance of the law enforcement equipment. It is proposed that the elections training & storage facility would be large enough to also store the law enforcement equipment now housed in the Highway Department facility.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

www.casscountynynd.gov

SUGGESTED MOTION:

Move to approve and authorize publication of a Request for Proposals (RFP) for Professional Design Services and Building Plans for a County Storage and Training Facility



CASS COUNTY ADMINISTRATION

REQUEST FOR PROPOSAL

**PROFESSIONAL DESIGN SERVICES AND BUILDING PLANS FOR COUNTY STORAGE
AND TRAINING FACILITY**

Approved by:

Robert W. Wilson
County Administrator
November 1, 2021

Overview

Request

Cass County, North Dakota is currently accepting proposals from qualified firms with expertise in designing and providing building plans and related construction documents for a county storage and training facility. Proposals received via the RFP process will be reviewed by County staff and selected representatives with interests in the storage and training facility.

General Background

Cass County, North Dakota is located along the Red River in eastern North Dakota and shares a border with the state of Minnesota. The County was established in 1873 and named for George W. Cass, the president of the Northern Pacific Railway at that time.

Cass County is comprised of 27 incorporated cities/municipalities, 49 townships, 8 school districts, 5 water districts, 14 fire districts and the City of Fargo as the county seat. Cass County operates under a Home Rule Charter with a 5-member board known as the County Commission.

Elections

On even-numbered years, the County administers two elections, a primary election in June and a general election in November. Special elections are held in odd-numbered years.

The Cass County Finance Office requires a storage area and training space for the County's ballot counting equipment. The ballot counting equipment is entirely computer-based and requires storage in a semi-controlled environment. In advance of general, primary, and special elections the Finance Office requires training space for County staff to test equipment, install updates, and to train part-time election workers hired to staff polling stations around the county.

Equipment storage:

- 74 DS200 voting machines
- 74 cages to transport the DS200 voting machines
- 150 express votes
- 150 poll pads
- Information Services workspace
- General election supplies
- Ballots (required to be in a separate, secured location on the premise)

Training space:

The County holds approximately 9 training sessions for elections workers. Each training session must be able to house, at a minimum, 30 to 40 participants. Election workers are given practical training with the election equipment during these training sessions.

Law Enforcement Equipment

The County has a 30,000 sq. ft. heavy equipment storage building at the Highway Department. Approximately one-third of that space is currently utilized by the Sheriff's Office and other law enforcement agencies for law enforcement related equipment. Because of the primary function as a highway storage building, there is dust, gravel and other materials present that are not ideal for the storage of law enforcement equipment, some of which includes sophisticated electronic components.

Vacant Land

Cass County owns property south of the Cass County Jail located at 450 34th Street S. Fargo, ND 58103.

The intent of this specification is to describe the Cass County need for design services and building plans for a storage and training facility that will serve the Cass County Sheriff's Office and Finance Office.

Preliminary Project Schedule

The County anticipates the following project schedule below. 16-5However, the County reserves the right to modify the timeline as necessary.

RFP Available for Viewing	November 15, 2021
Questions Due	November 23, 2021
Question Responses Posted	November 30, 2021
Proposals Due	12:00 CDT December 7, 2021
Award Notice	December 28, 2021
Contract Due	January 25, 2022
Contract to County Commission for Approval	February 7, 2022
Project Kick-off	February 22, 2022

Project Deliverables

Project deliverables are to include but are not limited to:

- a. Recommended building design technical memorandum.
- b. Building design, budget, and construction documents.
- c. RFP to procure contracts for construction of facility.

Deliverables are to be submitted to the County Administrator as outlined in the Proposal Submission on page 5.

Scope of Work

The services required under this Contract shall consist of compiling information, providing design services, and preparing building plans for a training and storage facility on Cass County-owned property located south of the Cass County Jail located at 450 34th Street S. Fargo, ND 58103.

The scope of work provided below is a general framework to be incorporated into proposals. However, the proposed scope of work is not limited to proposals for additional items. The minimum scope of work should include the following:

- a. Project management;
- b. Existing conditions analysis and stakeholder engagement;
- c. Design services and layout options;
- d. Preparation of a storage and training facility design, budget, and construction documents; and
- e. Preparation of an RFP to procure construction service.

Project Management

The consultant will take the lead in managing their time, staff, resources, budget, and related activities to ensure that the project objectives are met. The consultant will be in close communication with staff throughout the life of the project. Staff will provide general oversight of the consultant and will help to facilitate interactions with County staff, board/committee members, and project stakeholders.

In addition to regular project meetings, the consultant will schedule and chair the following meetings:

- a. Pre-commencement meeting;
- b. Stakeholder workshops;
- c. Meeting to review the draft technical memorandum for the recommended building design concept;
- d. Meeting to review the draft building design; and
- e. Meeting to review the draft RFP to procure contracts for construction of facility.

Existing Conditions Analysis and Stakeholder Engagement

Review and evaluate the current state of the County's heavy equipment storage building at the Highway Department. Review pertinent background information including, but not limited to:

- a. Current storage building;
- b. County-owned property located south of the Cass County Jail;
- c. Election equipment inventory;

- d. General supplies;
- e. Electrical requirement;
- f. Training;
- g. IT staff workspace;
- h. Secured storage of election ballots; and
- i. Sheriff's office and law enforcement storage needs.

The consultant is to conduct stakeholder workshops with County staff to determine and evaluate the current state of the election process, Information Technology requirements, existing storage facilities and law enforcement storage usage. Evaluation should identify challenges and opportunities that will be addressed when selecting a building design.

Design services and layout options

The successful bidder will prepare a minimum of three design and layout options with a Class 5 cost estimate (AACE Class 5 estimate used for concept screening). The consultant is to make a recommendation as to the most advantageous design and present to the County for selection.

Preparation of a storage and training facility design, budget, and construction documents

Prepare a Class 1 cost estimate (AACE Class 1 estimate used for check estimate or bid/tender development) building plans and construction documents for the selected storage and training facility option.

Present the final building design and construction documents to the County for project approval.

Preparation of an RFP to procure construction service

Upon County approval of the final storage and training facility design, the consultant will prepare a Request for Proposal (RFP) to procure contracts for construction of facility.

Submission Requirements

Format

The content and sequence of the information contained in each copy of the proposal shall be as follows:

A. Bid Response Form located in Appendix A. The bid shall include a Fixed Fee for all items identified in the Scope of Services.

B. Cover Letter

Provide a brief overview of your firm and why your firm believes it to be the best qualified to perform the services requested, including features, skills or services which distinguish your firm and make it the better choice for the County. The length of time during which the proposal and the prices quoted shall be valid for consideration by the County is required to be 120 days from the proposal's due date. The RFP cover letter must be signed by an officer of the consultant or a designated agent empowered to bind the firm in the contract offer. (Please keep response to one (1) page.)

C. Table of Contents

Include a clear identification of the material by section and by page number.

D. Qualifications and Experience of the Consultant

List the details demonstrating the history and experience of the consultant in providing design plans and related construction documents to two projects similar in size and scope. Submit the following for each project listed:

- a. Description of the projects;
- b. Role of the consultant;
- c. Original contract price and final cost;
- d. Project schedule; and
- e. Reference information (name, title, and phone number).

E. Qualifications and Experience of Assigned Personnel

List the proposed principal(s) who will be responsible for the work, proposed project manager, and project team members and provide relevant background information for each, such as education, professional experience, certifications, etc.

Include an organizational chart to identifying the roles of each key personnel. Provide a breakout of hours for each member of the team by major task area within your proposed work program, and an overall

indication of the level of effort (percentage of overall project team hours) allocated to each task.

F. Project Understanding and Methodology

Provide a conceptual work program for the project that you believe is appropriate based on your understanding of the County's needs, as well as the outcomes, deliverables, and the scope of work elements outlined within this RFP. Submit specific plans of how you will manage, control, and supervise the project in order to ensure satisfactory provision of services.

G. Project Schedule

Present a project schedule that reflects the critical stages listed in the Scope of Services, county requirements, project meeting frequencies and submission dates for draft and final deliverables.

Evaluation Criteria

Proposals will first be reviewed for completeness. Only those proposals that are properly completed and meet the minimum content requirements will be considered in the evaluation process. Complete proposals will then be evaluated by a selection committee. The selection committee may elect to conduct short phone interviews with select consultants in order to further evaluate the proposals.

Proposals will be evaluated based on the following general criteria:

- a. Compliance with the requirements of the proposal (pass/fail)
- b. Qualifications of the proponent (pass/fail)
- c. Cost of services
- d. Relevant Experience of Firm
- e. Relevant Experience of Personnel Assigned
- f. Understanding of the Project
- g. Methodology
- h. Project Schedule

All proposals, whether rejected or accepted, are the property of the County. The County may waive any irregularity, or it may reject any or all RFP responses without explanation. The County may withdraw the RFP at any time and need not select a consultant for award of this study. All proposal responses must be signed dated by a company official who has the authority to bind the company.

The County may request additional information from consultants during the selection process. Additionally, discussion may be conducted with consultants to assure full understanding of, and responsiveness to, the requirements of this RFP.

Proposal Submission

Consultants are to submit six hard copies and a PDF copy of the proposal in accordance with the requirements set forth within this RFP. The information included should be as concise as possible. The full length of each proposal shall not exceed twenty-five double sided pages for a total of fifty pages; including supporting materials, charts, or tables.

The proposal must be placed in an envelope, box, or similar container securely sealed therein and labeled: "*Design Services and Building Plans for County Storage and Training Facility.*"

Sealed proposals must be submitted to the Cass County Finance Office, at 211 9th Street South, Fargo, ND 58103 by **12:00 pm on Tuesday December 7th, 2021** to the attention of Robert Wilson, County Administrator. Proposals received later than the time and date specified will not be considered.

Communications

This Request for Proposals is available to download on the County website: <https://www.casscountynd.gov/our-county/rfp-rfq>. Any addendum made to this Request for Proposals will be posted at the same website used for downloading the RFP.

All questions related to this RFP must be submitted in writing by email to the project contact, Robert Wilson, at WilsonRo@casscountynd.gov. The question period shall expire as defined within the Project Schedule section of this RFP. Responses to questions will be posted on the same webpage as this RFP (<https://www.casscountynd.gov/our-county/rfp-rfq>). Questions received after the deadline for questions will not be answered.

Office hours are 8:00 am to 5:00 pm Monday through Friday, excluding holidays.

Contract Award

The County will select a consultant with whom County staff shall commence contract negotiations. The selection of a proposal shall not imply acceptance by the County of all terms of the proposal, which may be subject to further negotiations prior to approval by the County Commission before the County may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the County, at its sole discretion, may terminate negotiations with the highest ranked consultant and begin contract negotiations with the next highest ranked consultant.

Appendix A: Bid Response Form

Item No. 1 Design services and building plans for county storage and training facility.

\$ _____

BUSINESS NAME: _____

CITY AND STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ TOLL FREE: _____

FAX NUMBER: _____ E-MAIL: _____

SIGNATURE OF CORPORATE OFFICER: _____