



M E M O

**County
Administrator**

Robert W. Wilson
701-241-5770
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TO: County Commissioners
FROM: Robert W. Wilson
DATE: August 11, 2022
SUBJECT: RFP – Jail Housing Addition Design & Construction Design

On August 15, 2022 the Commission will consider publishing a Request for Proposals (RFP) for Design & Construction Administration of a Housing Addition on the Cass County Jail. This effort follows and builds on the *Population Forecast and Design Options* masterplan prepared by Klein McCarthy Architects and presented to the County Commission on July 18, 2022. A copy of the RFP is attached for review.

With the Commission's direction this RFP will be published on August 24th with sealed proposals due on September 12th, and Commission consideration of the successful bidder's proposal tentatively scheduled for September 19th.

The RFP will be posted on the County's website and shared with all interested firms that request a copy from the Administration Office.

SUGGESTED MOTION: Authorize publication of a Request for Proposals for the Cass County Jail Housing Addition Design & Construction Administration.

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

www.casscountynd.gov



REQUEST FOR PROPOSAL
Cass County Jail Housing Addition Design & Construction Administration

Introduction:

Cass County, ND (“The County”) seeks proposals from qualified architectural and/or engineering first (the Firm) to provide professional services to assist the County in preparing architectural design, construction documents, bid specifications, and construction services to construct a new housing pod that will be an addition on to the existing Cass County Jail. The addition will be consistent with the *Population Forecast and Design Options* masterplan prepared by Klein McCarthy Architects and Presented to the Cass County Commission on July 18, 2022.

Background:

Cass County, North Dakota is located along the Red River in eastern North Dakota and shares a boarder 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, and 14 fire districts. The county seat is the City of Fargo. Cass County operates under a Home Rule Charter with a 5-member board known as the County Commission.

Cass County has experienced a population growth of 43.1% since the year 2000. The county currently has an estimated growing population of 184,525 as of the 2020 United States Census and is a component of the Fargo-Moorhead metropolitan area with an estimated population of 248,591 as of 2020. The Cass County population estimate comprises approximately 23.6% of the 2020 state population (779,094).

The Cass County Jail is located at 450 34th Street South, Fargo, North Dakota and was built in 2002, and opened with 248 inmate beds. The facility was expanded by 100 beds in 2008 and is currently a 348 bed jail holding adult male and female inmates.

The facility is designed to the standards published by the American Correctional Association (ACA) and the North Dakota Correctional Facility Rules prepared by the North Dakota Department of Corrections and Rehabilitation (ND DOCR). The facility is a ‘Grade One’ facility, meaning a correctional facility for confining inmates for not more than one year.

The *Population Forecast and Design Options* masterplan identified a current shortage of needed inmate capacity of between 3 and 21 beds depending on method of calculation. By 2031 the Jail is projected to need between 422 and 444 beds and by 2037 that need is anticipated to be 466 and 491 beds, depending on the method of calculation.



Scope of Work:

Cass County reserves the right to delete, modify, or add to any of these services prior to selection of an architect/engineer for the project

1. Provide specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
2. Prepare final and complete site plans and schematic drawings.
3. Assist, when necessary, with the government approval process (i.e., permits).
4. Prepare complete contract documents, including instructions to bidders, bid form, agreement, general conditions, supplementary conditions, technical specifications, plans and other documents as may be required by the County.
5. Furnish sets of construction drawings, large elevation drawings and contract documents in such quantity as may be required by the County for submission to regulatory agencies and other reviewing authorities and for the County's general use.
6. Provide architectural and engineering designs and plans that may be required to address any disruption that the project will cause to the continued day to day operations of the Jail.
7. Provide all necessary engineering, architectural, environmental, surveying, impact analysis (e.g. traffic, utilities, infrastructure), and other services related to the program of work and necessary to provide the required services and deliverables.
8. If required by County, coordinate selection of construction manager through public procurement process; including attendance at pre-bid conference and assisting in responding to inquiries regarding the drawings and specifications. If required, assist with the selection of construction management firms that should be given an opportunity to bid on the project based on their reputation for quality, their expertise (previous jail facilities), their reputation for on-time and on-budget performance, and their financial credibility.
9. Work with the County at each project phase, to include reviews with and input from County staff.
10. Assure that the design and construction documents are in conformance with generally accepted architectural and engineering practices and comply with applicable codes and regulations.
11. Review of the sealed bids received to assess the relative merits of each and assist the County in awarding the contract, as well as in preparing, from a business perspective, an appropriate contract if standard AIA Contract Documents are not used.



12. Assist the County and, if required, selected construction manager in obtaining any federal, state or local permits or approvals that are applicable to or necessary for the project.
13. Perform regular site observations of the contractor and subcontractors during the construction phase and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
14. Provide construction administration services to include the following:
 - a. Review/approve shop drawings and other data submitted to the Firm.
 - b. Provide periodic site visits through principals, project architects, and other staff members as appropriate, to observe the work in progress and to make appropriate reports to the County.
 - c. Review proposed change orders submitted by the selected general construction manager and make recommendations as to whether such change orders should be accepted; assist the County in preparation of change orders to the contract as deemed necessary by the County.
 - d. Assist in providing (by subcontract if necessary) material testing services as needed during construction to assure appropriate quality control.
 - e. Make a final inspection of the completed project with the County. Upon full and satisfactory completion of all construction, issue a Certificate of Substantial Completion, and Acceptance.
 - f. Upon completion of the work, compile for and deliver to the County a complete set of record documents, including warranties on equipment, permits, as-built drawings, and inspection reports.
15. Prepare and provide final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
16. Coordinate all activities of the program of work and consult regularly and clearly with the County with regard to any concerns or difficulties that may arise with respect to adhering to the ordered or agreed schedule and timelines.



Timeline:

Project Funding:	September 2022
Designer Selection & Award:	September 2022
Design:	October 2022 – February 2023
Bidding:	February 2023
Award Negotiation:	March 2023
Construction:	March 2023 – Feb 2025
Midpoint of Construction:	March 2024
Close-Out:	March 2025
Occupancy:	April 2025

Evaluation Criteria:

Proposals will be reviewed and evaluated on the following factors:

- The overall scope, design, and content of proposal
- Specialized experience including recent experience with Cass County and/or comparable projects and communities
- Professional fees/costs
- Past record of performance, including quality of projects previously undertaken, personnel and professional integrity, competence, reputation
- Capability and capacity, including relevant experience of key personnel and ability to meet stated timelines
- Must provide evidence of insurability, and a business license in good standing

Deadline for Submission:

Proposals are due by 4:30 p.m. CDT on September 12, 2022. Eight (8) copies and one signed original of the proposal are required and shall be submitted to:

Mr. Robert W. Wilson
County Administrator
Cass County Government
211 S. 9th Street
P.O. Box 2806
Fargo, ND 58108-2806
701-241-5770
wilsonro@casscountynd.gov



The sealed package must be labeled with the Respondent's name, address and contact person. Electronic, telegraphic, or facsimile offers and modifications will not be considered without express prior written authorization. Any submission received after the time and date specified above may be rejected and returned to sender unopened.

Submission Requirements:

1. Information on firm/agency
 - a. Key personnel of proposed firm and personnel/team assigned to this project
 - b. Any technical partners/subcontractors to be used and each firm's key personnel
 - c. Each firm's experience and expertise on comparable projects and length of time each firm has been in business and in good standing
2. Description of comparable projects (minimum of 3)
 - a. Provide one copy of each project report
 - b. Describe the process used for each project
3. References, including contact information, from three similar projects
4. Approach to/design of proposed project
 - a. Overall approach to project
 - b. Description of key components of each task of the project
 - c. Comprehensive timeline that identifies a schedule for submission of the deliverables, including drafts
5. Cover Letter
6. Fee Schedule
7. Proposal package is limited to 20 total pages, not including cover letter, resume, and samples of previous projects

Cover Letter: Respondents should submit a signed cover letter which acknowledges that the Respondent as received, examined, and is familiar with the RFP, including all tasks. The cover letter should be signed by a person that has full authority to bind the Respondent to the Respondent proposal and to all terms and conditions of the RFP.

Oral Presentation: The County, at its sole discretion, may require all Respondents, or the short-listed Respondents only, to participate in interviews and oral presentations. Details regarding the date, format, and other logistics for oral presentations will be provided to Respondents at a later date.

General Instructions: All questions and responses, without attribution, will be provided to all bidders to preclude any appearance of favoritism.

1. The County retains the right to reject any or all submissions and to re-issue the Request for Proposals if such action is deemed necessary.
2. No reimbursement will be made for any costs incurred in response to this request.



3. The County may request an interview during the selection process. No reimbursement will be made for any costs incurred for travel to an interview.
4. No member, officer, or employee of Cass County shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

NON-COLLUSION AND DEBARMENT CERTIFICATION

The bidder certifies that neither he/she, nor any official, agent or employee of the bidder has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with this bid.

By submitting this proposal, the bidder certifies that to the best of his/her knowledge and belief that he/she and his/her principles:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph b. of this certification; and
- d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

Where the prospective bidder is unable to certify to any of the statements in this certification, the bidder shall submit an explanation. The explanation will not necessarily result in denial of participation in a contract.