



## REQUEST FOR PROFESSIONAL SERVICES ("RPS") – PART I

**RPS #:** 262885MN

**RPS TITLE:** ARCHITECTURAL SERVICES FOR NE JAIL ADDITION

### 1.0 PURPOSE

In accordance with Section 287.055, Florida Statutes, Sarasota County, a political subdivision of the State of Florida, will receive proposals on the date indicated in OpenGov Procurement (OpenGov), the County's electronic procurement portal for the purpose of selecting a qualified Proposer to provide architectural design services for a jail addition to the downtown Sarasota Correctional Campus.

Proposers are required to comply with Part II, Scope of Services.

OpenGov is located at <https://procurement.opengov.com/portal/scgov>

### 2.0 PROPOSER

- 2.1 For the purposes of this RPS, the term "Proposer" is defined as the legal entity submitting a proposal.
- 2.2 Proposers intending to submit a bid as a joint venture with another company must provide documentation attesting to the formation of that joint venture with their submittal. For purposes of this solicitation, all vendors who make up the joint venture will be considered together as the Proposer.

### 3.0 QUALIFICATIONS

- 3.1 The Proposer must be a business organization registered with the Florida Department of Business & Professional Regulation (DBPR) to provide architecture services in the State of Florida at the time of submittal.
- 3.2 At least one key personnel listed in the Proposal must be a registered Architect licensed by the Florida Board of Architecture and Interior Design at the time of submittal.
- 3.3 Preferred Qualifications
  - 3.3.1 Proposals demonstrate experience providing architectural services for facilities designed in accordance with the Florida Model Jail Standards (FMJS) and Florida Corrections Accreditation Commission (FCAC).
  - 3.3.2 At least one key personnel listed in the Proposal demonstrates experience in the architectural design of commercial (non-residential), industrial or government facilities at the time of the submittal.



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3.3.3 Proposer demonstrates experience delivering projects on active campuses, with constrained footprints in urban environments.

### **4.0 MEETINGS & SCHEDULE**

An anticipated schedule is provided in the Timeline posted in OpenGov. All meetings will take place at the time, date, and location specified in the solicitation Timeline. Short-listed Proposers should be prepared to attend presentations and/or interviews either in Sarasota, Florida or virtually, at the County's discretion.

### **5.0 SUBMITTAL INSTRUCTIONS**

Refer to the Submittal Instructions section in OpenGov for instructions on how to submit a proposal. Proposers are advised to review the General Terms and Conditions of Solicitations which are available in OpenGov.

### **6.0 VENDOR QUESTIONNAIRE**

6.1 All proposers must complete the required forms and information included in the Vendor Questionnaire section of OpenGov. Completed forms and other requested documents must be uploaded with proposer's submittal in OpenGov. Proposers who fail to complete and upload required forms and documents or fail to provide responses to questions in the Vendor Questionnaire section of OpenGov may be found non-responsive.

### **7.0 WRITTEN PROPOSALS**

The information requested in each section below will be used by the evaluation committee to evaluate and score written proposals. All proposal documents must be submitted in the Vendor Questionnaire section in OpenGov in the format requested.

#### **7.1 Ability of Professional Personnel**

7.1.1 Single page letter of interest summarizing Proposer's qualifications.

7.1.2 Required and preferred licenses and certifications.

7.1.3 Resumes of key personnel, including subconsultants, demonstrating individual qualifications and experience.

#### **7.2 Proposer's Past Performance & Experience**

7.2.1 Complete the *Summary of Professional Experience & Capabilities Form* in the Vendor Questionnaire section of OpenGov). Projects submitted should demonstrate the



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experience of the Proposer, subcontractor(s), and current team members who may have worked for other firms on similar projects and provide detailed information regarding the Proposer's capabilities, project management techniques, and project controls.

### 7.3 Approach

7.3.1 Project Approach – Provide a detailed project approach that includes, but is not limited to the following:

- a. Project management techniques, controls, program and technologies to be employed to meet project schedule and budget requirements.
- b. Assignment of personnel to provide the most efficient service.
- c. Where elements of the work will be performed, and who in the organizational chart will oversee performance of the work to provide the most efficient services.
- d. Anticipated impacts of the Proposer's current and projected workload on the project.
- e. Detailed information explaining how location of the firm, key personnel and sub-contractors will affect project, including how impact of any physical distance will be mitigated through the use of technology, processes or other means.

### 7.3.2 Workload

Complete the *Current & Projected Workload Form* (in the Vendor Questionnaire section of OpenGov) to identify active and awarded projects.

### 7.3.3 Organization

- a. Provide an organizational chart delineating personnel assigned to the project (including subconsultants).
- b. Provide an organizational chart showing the corporate management structure of the Proposer.

### 7.3.4 Schedule/Timeline

Provide a graphical representation of the proposed project schedule/timeline indicating major milestones and deliverables.



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### **8.0 SELECTION PROCESS**

#### **8.1 Written Proposals**

- 8.1.1 All timely responses meeting the criteria set forth in this RPS will be considered by the County.
- 8.1.2 Written proposals will be evaluated and scored by the Professional Services Review Committee (PSRC) using the evaluation criteria in the Evaluation Criteria section of OpenGov.
- 8.1.3 When evaluating written proposals, the PSRC will use the scale below to score each criterion. Only whole numbers are to be used when scoring. Scores will be given weight as indicated in the evaluation criteria in OpenGov.

<b>Score</b>	<b>Description</b>
5	Excellent
4	Very Good
3	Good
2	Satisfactory
1	Unsatisfactory
0	N/A

#### **8.2 Presentations**

The PSRC will conduct discussions with, and may require public presentations by, no fewer than the three (3) highest scoring Proposer

#### **8.3 Ranking**

Following discussions or presentations, the PSRC will rank the short-listed Proposers. When ranking short-listed Proposers, the PSRC will consider information contained in the written proposals, clarifications (if any), and information provided during discussions or presentations. Ranking shall be determined without regard to the score established as a result of the evaluation of written proposals.

#### **8.4 Recommendation of Award**

The Proposer ranked first by the PSRC will be recommended for award.



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### 9.0 AWARD

- 9.1 It is the intent of the County to award a contract to the Proposer(s) who, in the sole opinion of the County, is most qualified to perform the scope of services required.
- 9.2 In the event of a tie the tie-breaking procedures identified in the Sarasota County Procurement Manual will apply.
- 9.3 Local preference as defined in the Procurement Code section 2-215 is **not** applicable to this solicitation.
- 9.4 Contract

A draft of the contract that the successful Proposer(s) will be expected to sign (a CCNA Specific Project Agreement) is posted on the Procurement website, shown below. The County may, in its sole discretion, select a different contract type or make revisions to the one referenced above following the recommended award of this solicitation.

<https://www.scgov.net/government/procurement/contract-templates>

### 10.0 CONFLICT OF INTEREST

- 10.1 Any Proposer who has drafted any portion of a scope of work or specifications for a project, or any entity which provides material assistance to such Proposer in such work, shall be ineligible to compete for the contract for design or construction of that project.
- 10.2 Selected Proposers, either directly or through an affiliate, may not have a business relationship with any entity to perform work related to a work assignment issued under any resulting contract

### 11.0 CHANGES IN PROJECT TEAM

- 11.1 A change in the project team of a Proposer after the submission of a proposal could result in reconsideration of the scoring of applicable evaluation criteria, at the sole discretion of the County.
- 11.2 Any changes in the Proposer's Key Personnel must be brought to the attention of Procurement as soon as possible after the change is made. The changes, the reasons for the changes, and resumes for the individuals being substituted for an original project team member, must be submitted to the Procurement Analyst identified in the Solicitation Summary prior to the scheduled evaluation committee meeting.



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- 11.3 Decreases in scoring may result from the reconsideration of changes in the project team of a Proposer. No increases in scoring will result from the reconsideration of changes in the project team of a Proposer.
  - 11.4 After recommendation of award, the successful Proposer shall not be allowed to substitute project team members named in this proposal without the prior written permission of the County. Substitution may, in the sole opinion of the County, be grounds for cancellation of a recommended award, or termination of agreement.
- 12.0 REUSE OF EXISTING PLANS
- 12.1 The plans on this project are subject to reuse in accordance with Section 287.055 (10), Florida Statutes.

## **PART II SCOPE OF SERVICES**

### **1. Background**

- A. Sarasota County's correctional system is currently experiencing significant population stress and based on recent Sheriff office projections, the population will continue to rise significantly through the year 2050. The current Sarasota County correctional campus is in the heart of downtown Sarasota off Main Street and East Avenue. The primary object of this project program is to plan, design, permit, procure, and construct a multilevel correctional facility that will maximize additional bed capacity, yet have the flexibility to accommodate other intake and booking functions for future needs ("Project"). The new facility is to be located within the footprint of the existing correctional campus, located at the southwest corner of Main Street & East Avenue at the site of the decommissioned Central Energy Plant. The proposed multilevel facility will have an approximate area of 18,500 SF. It will be designed to maximize the number of beds for dormitory-style housing within the proposed total project budget, with flexibility on the ground level to accommodate other functions in the future if needed.
- B. The project is within the City of Sarasota jurisdiction.
- C. Site maps of the correctional campus (Attachment A) and anticipated project location (Attachment B) are included for reference.

### **2. Project Design and Programmatic Requirements**

Project programmatic requirements may include, but are not limited to, selected components of the following:

- A. Consultant will establish all programmatic requirements with Capital Projects and the Sarasota Sheriff's Office (SSO).
  - i. The Facility shall be designed in coordination with the operational and physical context of the existing Correctional Campus.
- B. The facility is anticipated to be roughly 15,000 – 20,000 or assignable square feet.
- C. The facility will primarily provide dormitory style housing for inmates, with an effort to maximize the number of inmates housed within the project budget.
- D. The first level shall be designed with the flexibility to be remodeled to temporarily accommodate correctional campus functions such as a sally port, intake, booking, property, etc.
- E. The facility may include supporting work spaces, such as storage, office space, restroom and break room.
- F. Security and safety of correctional officers, inmates, and the correctional campus itself shall be paramount in the design of the facility.
- G. This will be a fixed budget project and the design will be constrained by the total project budget.

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- H. The facility will be programmed and designed in accordance with the Florida Model Jail Standards (FMJS), Florida Corrections Accreditation Commission (FCAC), and state statutes, such as the ratio of inmates to sinks toilets and showers, minimum square footage for inmates in the cells and dayrooms, lighting, ventilation, etc.
- I. All existing campus correction facilities and security functions shall be operational throughout the Project life cycle. The Project program shall incorporate design elements and any necessary phasing to accommodate an active campus.
- J. It is anticipated that the facilities will include a full-building emergency generator. Utility improvements either on or off-site, and/or off-site roadway improvements may be required.
- K. The Project footprint is within the City of Sarasota limits. Any applicable city coordination and Major Conditional Use permit requirement may be part of the Project program.
- L. Consultant shall utilize requirements of the current edition of Sarasota County General Services, Facilities Preferred Building Equipment and Design Catalog.
- M. Consultant shall incorporate requirements of the current edition of Sarasota County Network Infrastructure Standard for Divisions 27 & 28.
- N. Sustainability Requirements:
  - i. Facility design shall follow Resolution 2024-016 encouraging fossil fuel reduction for meeting energy needs.
  - ii. This Project will follow the parameters as set by the Green Development Resolution No. 2006-174, the Green Building Resolution No. 2005-048, and the Sustainability Resolution 02-119 of the Board of County Commissioners of Sarasota County.

### **3. General Services of the Consultant**

- A. This request for professional Services ("RPS") is for complete professional and specialty services required for the Project. Anticipated services to be provided by the Consultant may include, but are not limited to, the following:
  - i. Professional services: Architecture, Civil Engineering, Structural Engineering, Landscape Architecture, Mechanical, Electrical, Plumbing and Fire Protection Engineering, Geotechnical Investigations and Surveying.
  - ii. Specialty services and consulting: correctional safety and security, communications technologies by a Registered Communications Distribution Designer (RCDD) certified consultant, site lighting, graphic and signage design, and life cycle cost analysis.
  - iii. Consultant tasks are anticipated to include initial analysis and investigations, user needs programming, design, construction documents, permitting, GMP evaluation assistance, and construction administration for the anticipated work and as further described herein.

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- B. Consultant general management services shall include, but are not limited to, project administration, discipline coordination, project reporting, quality assurance, and cost control.
- C. Consultant shall provide services organized for, and coordinated with, County Capital Projects department and the Sarasota Sheriff's Office (SSO) to meet the programmatic needs of the Project.
- D. Consultant will be required to produce construction documents meeting current building codes and applicable regulations of authorities having jurisdiction. Applications and successful approvals for all associated site and building permitting are included in this Scope of Work.
- E. Consultant services for City of Sarasota land entitlements for the parcel(s) may be required. Land Use services may include, but are not limited to, planning, preparation of all exhibit documents and filing of applications, coordination and meetings with City of Sarasota staff, attending and facilitating public workshops, presentations to Boards and Commissions.
- F. The Project will utilize a Construction Manager (CM) delivery method. CM services are to be selected under a separate solicitation and awarded through separate contract.
  - i. Consultant services shall include coordination with the County's selected CM. Such services shall include, but are not limited to, providing milestone documents, responding to CM requests for information and reviewing CM estimates and proposals.
- G. Commission Agent services are to be selected under a separate solicitation and awarded through separate contract.
  - i. Consultant services shall include coordination with the County's selected Commissioning Agent. Such services shall include, but are not limited to, providing milestone documents, responding to requests for information and reviewing Commissioning Agent submittals and applications.

### **Attachments:**

Attachment A – Site of Correctional Campus

Attachment B – Anticipated Project Location

## **PART III – INSURANCE REQUIREMENTS**

### **CONTRACTOR'S INSURANCE**

Contractor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Contract, insurance coverage (including endorsements) and limits as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Contractor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract.

Insurance requirements itemized in this Contract and required of the Contractor shall extend to all subcontractors to cover their operations performed under this Contract. The Contractor shall be responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VII or better.

Each insurance policy required by this Contract shall apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability.

The Contractor shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject.

Contractor shall furnish Certificates of Insurance to the County Administrative Agent evidencing the types and amounts of coverage, including endorsements, required by this Contract prior to commencement of work and prior to expiration of the insurance contract, when applicable. Such Certificate(s) of Insurance shall, to the extent allowable by the insurer, include a minimum thirty (30) day notice of cancellation (10 days for non-payment of premium) or non-renewal of coverage. Notwithstanding these notification requirements, the Contractor will be required to provide County with 5-day prior written notice of any policy cancellation or non-renewal.

The County reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements, herein from time to time throughout the term of this Contract. County reserves the right, but not the obligation, to review and reject any insurer providing coverage due to its poor financial condition or failure to operate legally.

- A. **WORKERS' COMPENSATION:** Contractor agrees to maintain Workers' Compensation insurance in accordance with Florida Statutes, Chapter 440. Employers Liability to be included with a minimum limit of \$500,000 per accident/per disease/per employee. If work is to be performed over or adjacent to navigable water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included.

In the event the Contractor has "leased" employees, the Contractor or the

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employee leasing company must provide evidence of a Workers' Compensation policy for all personnel on the worksite.

Contractors who are exempt from Florida's Workers' Compensation law must provide proof of such exemption issued by the Florida Department of Financial Services, Bureau of Workers' Compensation.

- B. **COMMERCIAL GENERAL LIABILITY:** Contractor shall maintain Commercial General Liability per ISO form CG0001 or its equivalent, including but not limited to coverage for premises and operations, personal injury, products & completed operations, liability assumed under an insured contract, and independent contractors with limits of not less than \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate covering all work performed under this Contract. Contractor agrees to endorse Sarasota County Government as an additional insured on the Commercial General Liability coverage.
- C. **PROFESSIONAL LIABILITY:** Contractor shall maintain Professional Liability, or equivalent Errors & Omissions Liability, with limits not less than \$1,000,000.00 per claim/occurrence for professional services rendered under this Contract. If coverage is written on a claims-made basis: a. Any retroactive date shall precede the effective date of this Contract; b. Contractor shall provide certificates of insurance evidencing the required coverage for a period of two years after final payment under this Contract is made, or provide evidence showing Contractor has obtained a two-year extended reporting period endorsement.
- D. **BUSINESS AUTOMOBILE LIABILITY:** Contractor agrees to maintain Business Automobile Liability insurance with limits not less than \$1,000,000 combined single limit for each accident covering all Owned, Non-Owned & Hired automobiles used in the performance of this contract. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

If the Contractor is shipping a product via common carrier, the contractor shall be responsible for any loss or damage sustained in delivery/transit.