

REQUEST FOR BOARD ACTION
HENDERSON COUNTY
BOARD OF COMMISSIONERS

MEETING DATE: April 5, 2021
SUBJECT: Henderson County Courthouse and Jail Conceptual Planning
PRESENTER: John Mitchell, Business and Community Development Director
ATTACHMENTS: (1) Henderson County Courthouse and Jail Conceptual Plan RFQ

SUMMARY OF REQUEST:

At the Board's direction, staff have prepared a Request for Qualifications to solicit responses from qualified firms to provide a Conceptual Plan for the Henderson County Courthouse (95 Courthouse) and Jail planning effort.

Potential firms will provide planning services to the Board for possible additions, renovations, or new construction associated with the facilities.

BOARD ACTION REQUESTED:

Approve staff to post the RFQ and proceed with soliciting qualifications to perform the work.

Suggested Motion:

I move that Board accept the RFQ.



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Memorandum To: *Interested Bidders*

From: *John Mitchell*
Business and Community Development Director

Subject: ***Henderson County Courthouse and Jail Conceptual Plan***

Date: *March 31, 2021*

Purpose: The purpose of this Request for Qualifications is to solicit responses from qualified firms to provide a Conceptual Plan for the Henderson County Courthouse (95 Courthouse) and Jail additions, renovations, or new construction.

Henderson County requests qualifications from firms with a strong background in planning and design of judicial and courthouse facilities, to provide a comprehensive Conceptual Plan that will be used as a preliminary design for additional space in both the Jail and Courthouse facilities.

Proposals are due: **Wednesday, April 28, 2021 by 5:00 pm**
Henderson County Planning Department
Attention: John Mitchell
100 North King Street,
Hendersonville, NC 28792

Details/Scope of Work:

The focus of the Conceptual Plan will be as follows:

1. Using existing planning documents and end user groups to develop a programming document for:
 - Courtroom Space
 - District Attorney's Office
 - Clerk of Court
 - Register of Deeds
 - Tax Administrator
 - Information Technology
2. Identification and initial investigation of possible locations for added space at the Board of Commissioners direction.
3. Developing a basic volume design and location of future facilities.
4. An estimate of probable costs to design and construct.

In developing the Plan, the selected firm will work closely with representatives from Henderson County to gather information to aid the Board of Commissioners in a decision making process concerning future potential projects.



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The Plan should culminate in a written report of findings to be presented to the County Manager. Following review, the firm should also be prepared to present the findings to the Board of Commissioners in a public meeting.

Proposal and Submission Requirements:

Proposals shall include the following information:

1. **Introduction:** Description of the professional qualifications of the firm and staff proposed for the assessment services. Clearly indicate the experience (with current and previous firms) and roles of staff members. Include information about the firm's professional registration in North Carolina.
2. **Work Plan:** A detailed description of the approach to the assessment and work plan proposed to complete the scope of work requested.
3. **Project Schedule:** A projected project schedule and approximation of when specific tasks will be accomplished within the timeline proposed.
4. **References:** A brief description of projects completed that are similar in scope and size. For each project listed, please include the name of the entity and the name and contact information of the person who would be familiar with the work performed.
5. **Insurance Requirements:** Provide a copy of a certificate of insurance which identifies current levels of professional liability insurance.
6. **Fee Schedule:** Shall include a fee schedule (hourly rate) of services to be provided by staff member.

Please note, firms may submit prior work product that shows their competence. However, firms may not submit work products or designs for the project described in this RFQ. Firms can not submit an estimated total fee or total contract price in response to this RFQ.

Responses to the Request for Qualifications must be received by 5:00PM on April 28, 2021. Five (5) copies of the bid should be signed by an authorized official and mailed in a sealed envelope (see below) indicating the name of the firm. The envelope should be clearly marked, "RESPONSE TO RFQ FOR JUDICIAL (95) COURTHOUSE AND JAIL CONCEPTUAL PLAN". Responses should be submitted to:

Henderson County Planning Department
Attention: John Mitchell
100 North King Street,
Hendersonville, NC 28792

Selection Process

Proposals submitted by the deadline will be evaluated by a selection committee comprised of representatives of Henderson County. Each firm will be evaluated based upon the matrix below.

Criteria	Weight
Overall quality of the Professional Qualifications of the Firm	30%
Proposed approach and methodology for conducting the requested study	25%
Previous project descriptions of similar conceptual planning projects	20%
Proposed schedule for completing tasks identified	20%
Consultant location and familiarity with the area	5%



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The standard of award for this Request for Qualifications will be based on the demonstrated competence and qualifications of firms to provide a Conceptual Plan for the Henderson County Judicial (95) Courthouse and Jail addition needs. Once the most qualified firm is selected by the selection committee the County will negotiate a fair and reasonable cost for the study. Should negotiations fail with the initial firm the County may, at its discretion, continue negotiations with lower ranked firms until an agreement is reached. The County also maintains the right to stop negotiations, at any point, should an agreement not be able to be reached.

The County requests that no Henderson County officials be contacted during this process. The Project Management offices may be contacted only to clarify questions concerning the RFQ.

The County reserves the right to reject any or all bids, waive technicalities and to be the sole judge of suitability of the services for its intended use and further specifically reserves the right to make the award in the best interest of the County.

Failure to respond to any requirements outlined in the RFQ, or failure to enclose copies of the required documents, may disqualify the bid.

Time Schedule for Awarding the Contract:

All submittals must be valid for 90 days from the response deadline. However, the contract is expected to be awarded by July 2021. Submissions received after the response deadline will be rejected without exception.

Henderson County reserves the right to reject any or all proposals or to select the proposal which in its opinion is in the best interest of the County. The County further reserves the right to waive any minor irregularities in the process.

Minority owned and operated businesses are encouraged to participate in the submission process.

The following information must be included in the proposal:

1. Proof of liability insurance. See Henderson County Insurance and Bond Requirements posted under General Information at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county> for the following:
 - a. Insurance per Article 11
2. For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under General Information at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>
3. Contractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must verify compliance with the E-verify, NCGS 160A-20.1(b).
4. Compliance with Purchase Order Terms & Conditions
<https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>

Henderson County reserves the right to reject any and / or all bids. Qualified contractors interested in bidding on the project should contact John Mitchell (828) 697-4819.