

**REQUEST FOR QUALIFICATIONS  
FOR  
PROGRAMMING & ARCHITECTURAL/ENGINEERING SERVICES  
FOR THE EXPANSION AND RENOVATION OF  
GUILFORD COUNTY JAIL FACILITIES AT GREENSBORO, NC**

**I. Background**

The Guilford County Law Enforcement Center in Greensboro contains one of two major county jail operations (the other being in High Point) and elements of the Sheriff Department's law enforcement operations. The facility was designed in 1972 and is located in downtown Greensboro, North Carolina across the street from the County Courthouse. It is connected to the courthouse by an underground tunnel.

In 2005, the County's criminal justice planning team (led by Kimme & Associates, Inc.) was tasked with, among other things, to project the future growth of the jail population and to develop a master plan for the facility expansion, as appropriate. The facility study recommended several development options, as well as, modifications to inmate processing and management strategies that are intended to mitigate population growth in the jail. The option that is to be pursued in this project is for expansion of jail facilities in Greensboro.

It has been determined that the project will follow the traditional design, bid, build format. A potential site has been identified.

The project scope is anticipated to be as follows:

- A. Provide approximately 600 new beds targeting high security and special needs population.
- B. Provide infrastructure for at least 1,000 new beds, the existing facility's 398 beds, and future expansion beyond 1,000 beds.
- C. Connect the new facility to the existing detention facility.
- D. Retain and/or improve upon the connection to the courthouse.
- E. Accomplish life safety and security improvements (including any upgrades required by State DFS) in the existing jail consistent with an extended usage of the facilities.
- F. Possible replacement space for law enforcement operations housed in the current facility, if lost to renovation.
- G. Limited hearing court and video court facilities.
- H. Necessary facility parking as defined by Guilford County (staff and public parking).

**II. Scope of Work**

Guilford County seeks a programming and architectural/engineering firm, or team, to perform the scope of services identified below:

- A. Provide a detailed space, operational and staff needs program that forms the basis for the design and operation of new and renovated facilities to include: 1) a complete set of space lists organized by functional/design component, 2) space relationship diagrams, 3) operational narratives describing essential operations, policies, users, and security issues, 4) key facts and details about individual spaces, and e) staff needs by number, type and function.
- B. Provide a site master plan that addresses: 1) siting of new facilities, 2) strategies for future expansion, 3) integration of existing facilities, 4) traffic flow, 5) utility extension, removal and expansion to accommodate initial and long-term needs, 6) facility access, and 7) staff, official and public parking.
- C. To provide basic architectural and engineering services as defined in Guilford County's standard architectural contract resulting in designs that accurately reflect basic building needs as defined by the client and which make possible full execution of the site master plan.
- D. Guilford County may seek additional services beyond those included as basic services in the contract. These additional services may include daily on-site construction observation, building models developed for display and/or staff training purposes and operational transition services.

The preceding services will be provided under the supervision of Guilford County Property Management project staff, in conjunction with a Sheriff's Department Facility Development/Transition team.

### III. Selection Schedule

The order of the process for Architect/Engineer selection will be as follows:

RFQ issued  
Responses submitted  
Finalists selected and notified  
Interviews

Representatives and officials of Guilford County will review all responses. A select number of firms will be selected for in-person interviews with the county's Architect Selection Committee. The interviews will be conducted using a common set of selection criteria.

### IV. Criteria for Selection

The main criteria for this project are extensive experience in the programming, designing, and construction of mid-rise, urban detention centers of the size being considered by Guilford County. Include the following information for those

individuals that will be committed to the project, organized in this order, in your response:

- A. Demonstrate the ability to immediately commit the required expertise to this project given the County's desire to expeditiously proceed with project development.
- B. Demonstrate an awareness of project issues and needs central to expeditious project completion.
- C. Demonstrate the ability to provide continuity in translating the findings of the recently completed study into detailed program needs, responsive master plans, and building and security system designs.
- D. Demonstrate expertise and experience in providing programs that result in effective and efficient design and operation of major county detention facilities.
- E. Demonstrate experience in the development of effective jail master plans in urban settings.
- F. Demonstrate experience in programming and/or designing mid-rise, urban facilities, particularly in North Carolina.
- G. Demonstrate experience with comparable detention addition/renovation projects.
- H. Demonstrate the ability to assemble a comprehensive, well-coordinated set of construction documents.
- I. Demonstrate excellent capabilities in the engineering disciplines, particularly electrical and mechanical.
- J. Demonstrate excellent on-site construction observation capabilities, and the ability to provide timely responses to county needs during construction.
- K. Demonstrate effective cost estimating and budget maintenance experience with jail projects in general, and in North Carolina in particular.
- L. Demonstrate the ability to provide transition services into new facilities by outlining what tasks should/would be followed for a smooth transition for staff and inmates.

In addition to the information requested above, provide the following information relative to the most recent jail projects for your firm/team:

1. Original County budget
2. Amount of bids received (dollar value)
3. Final costs (if project has been completed, if not current costs incurred)
4. Project schedule (number of days behind or ahead of schedule)
5. What, if any, liquidated damages and/or lawsuits were involved.

#### **Submission of Response Requirements**

The response shall be in writing and shall provide the following basic information:

1. Identify the primary firm (the one that will be contracting with Guilford County) and contact person in that firm including address, fax, e-mail and telephone number. Provide basic information regarding the firm, such as age of firm, number and type of staff resources at the office (if a multi-office firm) manning this project.
2. If your response involves more than one firm provide a clear, concise identification of those firms that you propose to use, the nature of their services, and the extent of their respective roles in carrying out the proposed work for Guilford County.
3. Concisely state the location and address of each of the firms, and/or offices with the same firm, which will be involved.
4. Provide brief staff resumes and clearly state the relevant experience of the individuals to be assigned to this project. Emphasize their particular experience in dealing with similar challenges and how it will relate to their role on this project.
5. Demonstrate the team's (which will be assigned to the Guilford County project) capabilities consistent with the criteria set forth above.
6. Identify any other special capabilities that your firm/team has which would be of benefit to the County and/or of which we should be aware.
7. Provide names of all similar detention projects completed by your firm and/or its team members in the past 15 years. Please include references (name, title, address, and phone number).

To be considered for selection as Project Architect/Engineer, eleven (11) copies of the response must be received at Guilford County Property Management offices no later than 3:00 p.m., January 27, 2006. All proposals shall be addressed to:

Guilford County Property Management  
c/o Sandra Woodard  
301 West Market Street  
Greensboro, NC 27401

#### **VII. Contact with the Client**

In preparing your response, Guilford County requires that you restrict your personal contacts to:

Sandra Woodard (336) 641-3778