

# REQUEST FOR QUALIFICATIONS (RFQ)

## ARCHITECTURAL SERVICES

### LAFAYETTE PARISH SHERIFF'S OFFICE RANGE UPGRADES



Return Completed Qualifications to:

Lafayette Parish Sheriff's Office  
Attn: LPSO Grants Coordinator  
316 W. Main Street  
Lafayette, LA 70501

To be considered, qualifications must be received at the LPSO Front Desk Lobby by 1:00pm (CST), November 28<sup>th</sup>, 2022.

## **Request for Qualifications**

The Lafayette Parish Sheriff's Office (LPSO) is seeking responses from qualified architectural firms interested in providing architectural services in connection with the renovation/construction of LPSO Range Upgrades.

### **Objective**

LPSO has been approved to receive Capital Outlay Funds from the State of Louisiana for renovation/construction located at 350 Michael Ann Drive, Lafayette, LA. The proposed new construction will be an elevated structure providing 12,600 ft<sup>2</sup> with multi-purpose spaces. Renovations will also be done to the existing range replacing the dirt berm with concrete T-walls and a bullet trap system. The number of shooting lanes will be increased from 20 to 40 with the canopy being extended along the 50-yard line.

### **Scope of Work**

Such architectural services shall be phased and inclusive of, but not limited to, programming, schematic design, design development, construction documents, procurement, and construction. The architectural firm shall retain properly licensed engineering consultants (structural, mechanical, electrical, and civil) under basic services provided. LPSO may select **one (1)** qualified firm from those who respond to the Request for Qualifications (RFQ). Responders should address the specific qualifications. The budget for the project is \$4M and shall be phased.

Phase one will include the construction of a new pre-engineered metal building and water well in order for LPSO range staff to continue to operate on site.

Phase two will include demolition of the existing structures and target system followed by relocation of the existing berm.

Phase three will proceed with the new construction.

### **Proposal Content**

Each responder to the RFQ should submit a written proposal that directly addresses all of the following categories described in detail in the RFQ:

- Company Profile
- Project Approach
- Examples of Work
- Scheduling
- Past Performance

Upon LPSO's request, a respondent may be asked to submit additional information to supplement their response.

<b>Written Requirements for Responses to Request for Qualifications</b>	<b>Possible Points for Each Section of Proposal</b>
Cover Letter (limit to 1 page)	0
Complete the “ <b>ARCHITECT INFORMATION SHEET</b> ” as requested and submit accompanying documents.	10
<b>COMPANY PROFILE.</b> Provide basic data relative to firm’s size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc. may be included. Provide an organizational chart clearly illustrating proposed staffing. LPSO reserves the right to investigate and confirm the responder’s financial responsibility. This may include financial statements, and creditors. Unfavorable responses to these investigations are grounds for rejection.	10
<b>PROJECT APPROACH.</b> Describe your approach to develop the most cost-effective and transparent approach to designing these buildings. Include a statement on your approach to some or all of these specific projects including design philosophy, understanding of programs, alternative concepts, and methods for consideration. Discuss how you would provide leadership to facilitate teamwork and communications among all parties involved in the project covered by your response.	20
<b>EXAMPLES OF WORK.</b> Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work.	25
<b>SCHEDULING.</b> Describe the different phases of design and how your firm manages the overall design process and how you maintain the schedule of the design to be as cost effective as possible.	10
<b>PAST PERFORMANCE.</b> Name three (3) recent and relevant projects of similar size and scope to that of LPSO’s project for which you are responding to that demonstrate your firm’s ability to manage and complete projects within budget and on schedule. Submit reference letters from prior clients or client representatives. Performance on past projects with other public safety entities or governmental building projects is a highly important factor.	25

## **Selection**

LPSO will establish a Selection Committee with members that are to be assigned at the discretion of LPSO. LPSO is the official entity that will make decisions as to the selection of architectural services.

LPSO reserves the right to select the architectural firm(s) which it deems to offer the best overall proposal taking into consideration all factors such as (a) architect information; (b) company profile; (c) project approach; (d) examples of work; (e) scheduling; and (f) past performance. The "ARCHITECT INFORMATION SHEET" must be completed and returned. The Selection Committee shall identify firms for interview that are deemed as most qualified. The firms will constitute the short list. Interviews with the Selection Committee will be held at a date, time and place to be determined.

This RFQ is made for information and planning purposes only. LPSO does not intend to award a contract solely on the basis of any responses made to this request or otherwise pay for the information solicited or obtained. LPSO will have final determination as to whether a response has or has not met the requirements of the RFQ.

Once pre-qualified, the architectural firm agrees that all criteria and requirements contained herein shall be maintained by the firm through the life of the project and that LPSO reserves the right to research and verify any information at any given time.

All materials submitted by the architectural firm shall become the property of LPSO and will not be returned. By submitting a proposal, the firm agrees that LPSO may research and/or verify information provided and contact any applicable entities associated with such information.

This RFQ does not commit LPSO into any contract with any firm at any time. Upon selection, a Letter of Intent may be issued. Final award is contingent on negotiations of contract contents.

Content of the proposal may be used in a legal contract or agreement. Respondents should be aware that methods and procedures in their proposal could become contractual obligations and are part of public record.

Should the architectural firm that is issued the Letter of Intent and LPSO be unable to successfully negotiate a contract or come to successful terms during contract negotiation, LPSO reserves the right to proceed to the next qualified firm. If a satisfactory contract cannot be negotiated with any of the ranked firms, this RFQ shall be considered terminated.

## **Requests for Information**

Requests for Information (RFI) shall be accepted as described in the schedule of events and will be processed as follows:

- Only RFI submitted electronically shall be accepted and addressed
- All RFI shall be compiled in list format on a single master document in the order that they are received
- Responses to RFI shall be distributed to all firms that register via email to **[RFQ@lafayettesheriff.com](mailto:RFQ@lafayettesheriff.com)**

- Responses to RFI shall be distributed as promptly as possible yet no longer than as described by the schedule of events.

**Incurring Costs**

Responder acknowledges that LPSO is not responsible for any costs associated with the preparation, submittal or presentations of any kind and that the respondent assumes all costs of same for this RFQ.

**Response Date**

**To be considered, responses must arrive at the Front Desk Lobby located at LPSO Main Office, 316 W. Main Street, Lafayette, LA, 70501 by 1:00pm (CST) on November 28<sup>th</sup>, 2022.**

Firms mailing responses should allow normal mail delivery time in order to ensure timely receipt of their proposal. Firms should provide six (6) copies and one (1) electronic copy. Short-listed firms may be asked to provide additional copies. Facsimile submissions are not permissible.

**Schedule of Events**

RFQ is advertised	11/2/2022, 11/4/2022, 11/9/2022
End of Question/Inquire (RFI) Period	11/15/2022
Response to Questions/Inquiries (RFI)	11/21/2022
1:00pm Submission Deadline	11/28/2022
Firms Notified of Shortlist (approximate)	12/5/2022
Oral Interviews	12/19/2022 – 12/20/2022
Final Selection	12/21/2022
Submission of Fee Proposal from Selected Firm	12/27/22
Contract Negotiations / Contract Execution	12/27/2022 – 01/26/2023

Note: LPSO reserves the right to revise this schedule.

**Right to Reject Proposals**

LPSO reserves the right, at its sole discretion, to reject any and all proposals submitted, or to cancel this RFQ in its entirety.

Any submittal which does not meet the requirements of the RFQ may be considered to be non-responsive, and the proposal may be rejected. Respondents must comply with all of the terms of this RFQ.

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**ARCHITECT INFORMATION SHEET**

1. Contact information for your firm's main office as follows:

**Firm Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City, State, ZIP** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

**City, State, ZIP** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**Website** \_\_\_\_\_

**Email Address** \_\_\_\_\_

2. Name, title, telephone and fax number of the firm's officer responsible to LPSO for all work to be provided under this RFQ:

**Name/Title** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City, State, ZIP** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

**City, State, ZIP** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**Email Address** \_\_\_\_\_

3. Please check the appropriate box to identify the legal status of the entity making this proposal:

\_\_\_\_ Corporation    \_\_\_\_ Partnership    \_\_\_\_ Limited Liability    \_\_\_\_ Other (Explain)

Please provide the following license information:

AIA Member Number: \_\_\_\_\_

4. Provide a certificate or letter of professional liability for the project(s) you provide response on.

5. If you answer yes to any of the following questions, provide a written explanation on a separate sheet:

-Has your firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? (If so, state the company, date, reason, and specific details)? \_\_\_\_\_ Yes \_\_\_\_\_ No

-Within the past five (5) years has your current firm or any predecessor organization been involved as a party or filed a claim in any bankruptcy, litigation, mediation, or arbitration proceedings? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Name, title, and signature of your firm's officer who was responsible for the preparation and hereby verifies the accuracy of your response.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

7. By submitting a response to this RFQ, I and my firm agree to and are bound by the terms and conditions stated in the RFQ and any addenda thereto.

\_\_\_\_\_ Initials

8. I acknowledge that I am responsible to obtain copies of any and all addenda issued by LPSO and that I have received and considered the following addenda:

Addendum # \_\_\_\_\_

Addendum # \_\_\_\_\_

Addendum # \_\_\_\_\_

\_\_\_\_\_ Initials