

April 12, 2024

LAFAYETTE PARISH SHERIFF'S OFFICE  
316 W. Main Office  
Lafayette, Louisiana 70501

ADDENDUM ONE

TO ALL RESPONDENTS:

This Addendum is hereby made a part of the Request For Qualifications dated April 02, 2024.

**ARCHITECTURAL SERVICES – LAFAYETTE PARISH LAW ENFORCEMENT CENTER**

W. Willow St.  
Lafayette, Louisiana

The following items shall be considered part of the Request For Qualifications and shall be included in the same for any contractual documents resulting. Changes made by Addenda shall take precedence over Original Documents.

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- **NOTE: The submission deadline for the above referenced solicitation has been pushed back to Tuesday, May 7<sup>th</sup>, 2024 @ 1:00pm (CST).**

- **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 May 7<sup>th</sup>, 2024.**

- **Schedule of Events**

RFQ is advertised	04/10/2024, 04/12/2024, 04/17/2024
End of Question/Inquire (RFI) Period	04/24/2024
Response to Questions/Inquiries (RFI)	04/30/2024
1:00pm Submission Deadline	05/07/2024
Firms Notified of Shortlist (approximate)	05/14/2024
Oral Interviews	05/28/2024 – 05/29/2024
Final Selection	05/30/2024
Submission of Fee Proposal from Selected Firm	06/05/2024
Contract Negotiations/Contract Execution	06/05/2024 – 07/05/2024

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**ARCHITECTURAL SERVICES**  
**LAFAYETTE PARISH LAW ENFORCEMENT CENTER**



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), May 6<sup>th</sup>, 2024.

## **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 new construction of a Lafayette Parish Law Enforcement Center.

## **Objective**

LPSO has been approved to receive Capital Outlay Funds from the State of Louisiana for construction that will be located on adjoining properties at 1805 W. Willow Street and 1715 W. Willow Street. Architectural services will be required in this project. This new multi-story facility will be approximately 90,000 ft<sup>2</sup> and will be comprised of a centralized law enforcement administrative/office building to house 220 daily employees and 100 shift employees. Some areas will also provide services directly to and accessible by the general public.

## **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 construction budget for this project is \$38.6M and the project delivery method will be Construction Manager at Risk (CMAR).

## **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 May 6<sup>th</sup>, 2024.**

Firms mailing responses should allow normal mail delivery time in order to ensure timely receipt of their proposal. Firms should provide six (6) hard 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	04/10/2024, 04/12/2024, 04/17/2024
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Oral Interviews	05/28/2024 – 05/29/2024
Final Selection	05/30/2024
Submission of Fee Proposal from Selected Firm	06/05/2024
Contract Negotiations/Contract Execution	06/05/2024 – 07/05/2024

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.

[Remainder of page intentionally left blank]

**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