

Administration Building
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County of Tulare



Jean M. Rousseau
County Administrative Officer

Kristin Bennett, Assistant
County Administrative Officer

April 16, 2012

RE: TULARE COUNTY REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Dear Colleague:

The Tulare County Administrative Office is soliciting statements of qualifications from firms to provide **Architectural Services** for the design and construction of a new Tulare County Adult Detention Facility. This will be a design bid build project with full Construction Management oversight.

The new South County Detention Facility will be located on a 15 acre site located in the Porterville, California area. The project will be built as a 500 bed Type II detention facility with 14 specialty health beds. It is anticipated that the facility will have a tiered design with five housing units. Each unit will have 50 double-bunked cells. Support space for food and laundry services, medical, storage and program space will also be incorporated into the facility. The facility will be built on vacant land with city water and sewer service. The Detention Facility and all components to support the facility will require approximately 120,000 square feet. The construction budget, including site development, will be approximately \$51 million.

The premises will be occupied by male and female, medium and maximum security, adults. The structure and access must meet all applicable State requirements and standards. Inspection will be by the Tulare County Resource Management Agency.

The project is funded by AB900 Phase II Jail Construction Financing. All requirements, including timelines and reviews, set forth by State of California Department of Corrections and Rehabilitation Corrections Standards Authority will be followed.

Qualification Statements should include the following:

Firm description: Provide a general description of your firm and qualifications in the area of designing a detention facility.

Assigned Personnel: Identify your firm's team for the design of the detention facility. Specifically identify the individuals who would primarily work on the project. Provide resumes for each participating team member.

Experience: Listing of detention/correctional facilities or other related projects completed, which demonstrates the firms capabilities. This listing should include location, date started/completed, client contact and telephone number, and a brief description of the project scope.

References: Please provide a list of at least three references who worked directly with the assigned personnel.

Compensation: Please provide your standard hourly rates.

Additional information: Please indicate as concise as possible any other information not readily indicated in your prior responses that you feel would be helpful to the County in making a selection.

The County reserves the right to reject any and all responses, cancel, modify, or re-issue the RFQ. The County may negotiate with any, all or none of the respondents and will solicit best and final offers from any, all or none of the respondents. This RFQ does not commit the County to negotiate a contract nor does it obligate the County to pay any costing made in the preparation and submission of your responses or in anticipation of a contract. The County reserves the right to contract with any firm based on the County's judgment in evaluating the firm's qualification and capabilities. The County will make a determination regarding conducting interviews after reading each response.

Interested parties should submit all materials (5 copies) by 5:00 p.m. on Wednesday, May 23, 2012 to the following address:

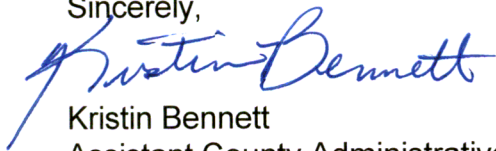
Kristin Bennett, Assistant County Administrative Officer
Tulare County Administrative Office
2800 W. Burrel Avenue
Visalia, CA 93291

The Construction Management Firm selected for this project is expected to maintain Commercial General Liability, Automobile Liability insurance, Workers' Compensation Insurance and Professional Liability Errors and Omission insurance coverage as per the attached Professional Service Contract Insurance Requirements summary.

Please be aware your response could be subject to a public records request.

If you have any questions regarding this matter please contact me at (559) 636-5005.

Sincerely,



Kristin Bennett
Assistant County Administrative Officer

cc: Ted Phipps, Capital Projects/Facilities Manager
encl: Professional Service Contract Insurance Requirements summary

**TULARE COUNTY
PROFESSIONAL SERVICES CONTRACTS
INSURANCE REQUIREMENTS**

CONTRACTOR shall provide and maintain insurance for the duration of this Agreement against claims for injuries to persons and damage to property which may arise from, or in connection with, performance under the Agreement by the CONTRACTOR, his agents, representatives, employees and subcontractors, if applicable.

A. Minimum Scope & Limits of Insurance

1. Insurance Services Office Commercial General Liability coverage of \$1,000,000 combined single Limit per occurrence (occurrence Form CG 00 01). If an annual aggregate applies it must be no less than \$2,000,000.
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability, (any auto) of \$1,000,000 per occurrence. If an annual aggregate applies it must be no less than \$2,000,000.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the CONTRACTOR'S profession, with limit no less than \$2,000,000 per occurrence or claim, \$3,000,000 aggregate.
 - a. *If insurance is written on a claims made form, the retroactive date must be before the date of the contract or the beginning of contract work and must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contact work.*

B. Specific Provisions of the Certificate

1. CONTRACTOR must submit endorsements to the General Liability and Auto Liability reflecting the following provisions:
 - a. *The COUNTY, its officers, agents, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the CONTRACTOR.*

b. *For any claims related to this project, the CONTRACTOR's insurance coverage shall be primary insurance as respects the COUNTY, its officers, agents, officials, employees and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, agents, officials, employees or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.*

c. *Each insurance policy required by this agreement shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice has been provided to the County.*

2. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the COUNTY for all work performed by the CONTRACTOR, its employees, agents and subcontractors.

a. *Waiver of Subrogation. The workers' compensation policy shall be endorsed with a waiver of subrogation in favor of the COUNTY for all work performed by the contractor, its employees, agents and subcontractors. CONTRACTOR waives all rights against the County and its officers, agents, official, employees and volunteers for recovery of damages to the extent these damages are covered by the workers compensation and employers liability.*

C. Deductibles and Self-Insured Retentions

The COUNTY Risk Manager must approve any deductible or self-insured retention that exceeds \$100,000.

D. Acceptability of Insurance

Insurance must be placed with insurers with a current rating given by A.M. Best and Company of no less than A(-):VII and a Standard & Poor's Rating (if rated) of at least BBB and from a company approved by the Department of Insurance to conduct business in California. Any waiver of these standards is subject to approval by the County Risk Manager.

E. Verification of Coverage

Prior to approval of this Agreement by the COUNTY, the CONTRACTOR shall file with the submitting department, certificates of insurance with original endorsements effecting coverage and a copy of the declarations page from the policy in effect in a form acceptable to the COUNTY. Endorsements must be signed by persons authorized to bind coverage on behalf of the insurer. The COUNTY reserves the right to require certified copies of all required insurance policies at any time.