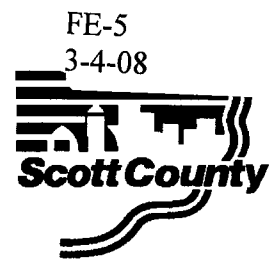


Facility and Support Services

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February 28, 2008

To: C. Ray Wierson
County Administrator

From: Dave Donovan, Director
Facility and Support Services

Subj: Approval of project architect selection for the Courthouse Master Plan project

As you know, I have had a small team working to select the architectural team for the Tremont Jail Renovation project. This selection team includes representatives from the Sheriff's Office (Sheriff Conard, Major Brown, Major Tebbitt, and Sgt. Broders) along with Tammy Speidel and I as project managers.

Our selection process included a Request for Qualifications that was sent to local firms. Those firms were asked to assemble a team (if necessary) to bring qualifications and experience in jail and law enforcement design and to submit that information to our team. Our intent was and remains to hire a local firm to improve the construction administration of the remaining projects and to improve accountability. Each of the submittals we received also brought a collaborating "jail expert" or consultant as part of their team.

We received three proposals from the following teams:

Shive-Hattery Architects with Fred Moyer Associates
Downing Architects with The Durrant Group
Larrison and Associates with Voorhis and Associates

The first firm listed for each team is a local architectural firm with offices in the Quad City area. The second firm listed is the jail planning/design consultant that brings the law enforcement and jail experience to the team.

After some discussion, we scheduled interviews with two of the three teams including their consulting experts. At those interviews each team was afforded time to present their qualifications and other information including their project approach, conceptual cost reactions, their approach to providing engineering support, their anticipated fee range/structure and their qualifications. Attached is a listing of questions we asked each firm to address as part of their interview presentation. Our team also asked individual questions during each interview.

From those interviews, our selection team gleaned information that helped us to arrive at a recommendation for this selection. Our recommendation is based on our

estimation of the expertise of the local firm to meet our needs throughout the design process. Scott County has some varying level of project experience with each of the prospective local firms over the past 10 – 15 years. The selection team also tried to gauge the expertise of the consulting firms based on their body of work along with their described approach, their willingness to be flexible and to work within our typical parameters for sensible solutions as well as their solutions to modern governmental and justice projects.

Needless to say, the selection team had a difficult selection to make. As we discussed our individual perceptions and impressions, we quickly found that one team stood out. That team seemed much more motivated, client oriented and willing to work with us to provide sensible and creative solutions within our cost and current facility constraints.

The Tremont Renovation Architect Selection Team recommends that the Board of Supervisors accept the team of Downing Architects with jail consultant The Durrant Group for this project. The team further recommends that the Board authorize the Facility and Support Services Department along with the Sheriff's Office to proceed with some preliminary work with the selected team (not to exceed \$20,000) to further develop the scope of work for the project. This work will allow us to set a preliminary budget and a fixed design fee for the project. Once that design fee is determined, we will bring that contract proposal back to the Board for final approval. The Downing/Durrant team has estimated their fees at 8% of the project construction cost. This project is budgeted through the Capital Improvement Program plan in the current fiscal year (2008) and into fiscal year 2009.

Members of the Selection Team will be at the next Committee of the Whole meeting on March 4, 2008 at approximately 8:00 a.m. to answer any questions you or the Board may have about our recommendation.

Cc: Sheriff Dennis Conard
Major Mike Brown
Major Clifford Tebbitt
Sgt. Kevin Broders
Tammy Speidel

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February 6, 2008

To: Prospective Architectural Teams

From: Dave Donovan, Director
Facility and Support Services

Subj: Interviews for the Scott County Tremont Facility Renovation project

Attached please find a list of questions for your upcoming interview with the project selection team. Please be prepared to present information about your design team that addresses said questions. You may provide additional information as you wish to help differentiate your proposed team from your competition. Please plan that your interview will last no more than one-hour including your responses to the attached questions. Please also leave at least 10 minutes for any follow-up questions that the team may have.

If you have any questions concerning the interview, the selection process or the project scope, please contact Dave Donovan via e-mail (ddonovan@scottcountyiowa.com) no later than 4 business days prior to your interview date. Please do not attempt to contact any other County officials or staff members concerning this project during this selection process.

Cc: Selection Team

Tremont Facility Renovation and Jail Expansion

Architect Interview Questions

- 1) How is your design team structured? (single firm with all disciplines, consulting firm/local firm, etc. Address MEP services, also.)
- 2) Describe your firm/team's correctional experience, emphasizing jail facility projects in the past 5 years.
- 3) How would your firm/team address detention equipment and security electronics design (third party consultant, in-house expertise, etc.)?
- 4) This project involves a facility that is highly cost effective in terms of capital investment. As such, this project will need to be highly value driven. How would your firm ensure that goal? Can you give examples of similar projects/facilities?
- 5) Please give an estimated percentage fee range for full architectural services (pre-design through construction and project close-out)?
- 6) What portions of the design process will you accomplish in local A/E offices?
- 7) If your proposal is for an A/E team (separate firms), have the team members accomplished projects together in the past? Provide specific examples.
- 8) Will distance from the project site present any obstacles during design? During construction?
- 9) Specifically, what staff members will attend design meetings? Construction progress meetings? Punch list meetings?
- 10) What makes your firm/team superior (why should we hire you)?