



**COCHISE COUNTY
PROCUREMENT DEPARTMENT**

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Attachment 2 – Scope of Work

Owner’s Representative Services for the
Cochise County Justice Center

Cochise County requests submission of Statement of Qualifications for Owner’s Representative Services for the Cochise County Justice Center. The Vendor shall provide to the satisfaction of Cochise County (“County”) all labor, materials, transportation, and technical expertise related to Owner’s Representative Services for the Cochise County Justice Center. The vendor shall be an Engineering and/or Architectural firm with past experience acting as an Owner’s Representative on criminal justice facilities or other public building projects.

1.0 BACKGROUND

Cochise County’s primary Jail Facility is located in Bisbee, Arizona, with two substations that act as temporary holding facilities in Sierra Vista and Willcox. The Cochise County Jail located in Bisbee, Arizona is significantly outdated and faces safety concerns, power capacity issues, plumbing problems, technological problems, leaks and other costly repairs. The existing 40-year-old jail was originally designed to house 168 prisoners, but over the years, it has been modified to hold as many as 302 inmates.

In April 2021 the National Institute for Jail Operations (NIJO) completed an assessment of the Jail to help address liability concerns, physical plant concerns, and how operations are impacted due to physical restraints. The assessment recommended the County conduct a Feasibility Study to construct a new corrections facility and start the process of approving and constructing the new facility.

In October 2021, DLR Group completed a preliminary design concept for the Cochise County Detention Center. DLR evaluated two sites immediately adjacent to the existing detention facility in Bisbee, Arizona. The concept provided a proposed site just west of the existing detention facility, a preliminary site analysis, access identification, preliminary program blocking and probable development costs.

In 2022, Cochise County formed a Public Outreach Committee to review the current conditions and provide the Board of Supervisors with recommendations related to forming a Jail District to fund either repairs to the existing jail or construction of a new facility. The Committee was comprised of twelve (12) citizens appointed by the Board of Supervisors and seven (7) meetings were held between August and October 2022. At their final meeting, the Committee unanimously recommended a Jail District be formed and a new Jail be built.

Following the recommendation from the Committee, the Cochise County Board of Supervisors formed the Cochise County Jail District contingent upon voter approval of an excise tax and directed the approval of the excise tax be placed on the ballot for the election to be held on May 16, 2023.

The Cochise County Jail District excise tax, with a maximum effective rate not to exceed ½ cent, was approved by the voters for a 25-year period, with collections to begin January 1, 2024.

Cochise County is seeking experienced professionals to be part of their project team for the planning, design, and construction of the new Justice Center.

2.0 INTENT

The intent of this request for qualifications is to obtain professional services from a firm that specializes in Owner's Representative Services. The firm should have extensive experience in working with local governments and their project teams in the planning, design and construction of criminal justice and detention facility projects.

3.0 GENERAL REQUIREMENTS

The following is a general outline of services that may be provided by the selected firm during the planning, design, and construction phases of the project. It is anticipated that the selected firm and County will modify the scope of work based on the firm's experience and expertise with criminal justice projects, and the project's delivery method.

1. Pre-construction phase services.
 - a. Establishing and documenting project requirements.
 - i. Lead the development and documentation of the project requirements (e.g. key milestones schedule and project strategy, site logistics requirements, quality standards, and a target budget) to ensure the entire team has complete understanding of the County's short and long-term objectives.
 - b. Managing the design and construction teams.
 - i. Review design documents during development for constructability, coordination, completeness, and value.

- ii. Provide comprehensive cost estimating and make recommendations/value engineering suggestions to assist the design team with maintaining the project budget, as necessary.
 - iii. Develop Request for Proposals (RFP) for General Contractor and any additional consultants that may be needed for the project. Provide a complete analysis of proposing contractors/consultants RFP responses. Provide contract administration.
 - iv. Assist with the award of contract and negotiation of appropriate terms in the agreement with selected qualified teams.
 - v. Assist the General Contractor with developing the subcontractor qualification criteria and subcontractor RFP process.
 - c. Project management and controls.
 - i. Establish and implement the appropriate financial and administrative controls.
 - ii. Monitor the design process, ensure the incorporation of all program requirements, and assist in the sharing of information with any consultants.
 - iii. Attend meetings with public agencies and assist in obtaining permits, approvals, and other authorizations necessary for the development, construction, and operation of the project.
 - iv. Work with General Contractor to prepare a project schedule, incorporating pre-construction and proposed construction activities and the coordination of the County's ongoing operations.
 - v. Provide day-to-day interface with the General Contractor and the County's project team to plan work and safety of operating facility.
 - vi. Monitor the regular updates to the schedule based on impacts due to design changes, fields conditions, and other related impacts.
 - vii. Assist the architect with contractor questions and maintain a Request for Information (RFI) log.
 - d. Project budget.
 - i. Prepare a Master Project Budget including consultants, construction, FFE, information technology, security and other related costs and contingencies.
 - ii. Modify and update the estimate at the conclusion of each phase of design.
 - iii. Monitor and advise the County of variances and available means to mitigate variances. Advise on options with differing impacts or consequences.
 - iv. Work with the County's project team to generate a cash flow forecast for the project and provide updates on a regular basis.
- 2. Construction phase services.
 - a. Project management and controls.
 - i. Schedule and conduct project meetings at which the General Contractor and County's project team discuss procedures, progress, problems, scheduling, phasing, and coordination with ongoing operations and other issues relevant to the successful completion of the work.
 - ii. Review and monitor the detailed schedule for the operations of the General Contractor on the project, including realistic activity sequences and durations,

allocation of labor and materials, processing of shop drawing and samples, and delivery of products requiring long lead time procurement.

- iii. Regularly monitor the schedule and safety as construction progresses. Identify and report on potential variances between scheduled and probable completion dates. Recommend to the County and General Contractor adjustments in the schedule to meet their required completion date.
- iv. Recommend courses of action to the County when requirements of any contracts are not being fulfilled.
 - v. Coordinate the periodic inspection by the architect and other necessary consultants on the work of the contractors.
 - vi. Consult with and assist the architect regarding any questions from the contractor on the meaning and intent of the drawings and specifications.
 - vii. Collaborate with the architect to establish and implement procedures for tracing and expediting the processing and approval of shop drawings and samples.
 - viii. Record the progress of the project and provide detailed reports to the County.
 - ix. Receive contractor shop drawings, product data and samples, and maintain a log. Monitor architect/engineer for timely responses.
 - x. Cause the General Contractor to maintain at the project site, on a current basis: records of all contracts; shop drawings; samples; purchases; materials; equipment; applicable handbooks; federal, commercial, and technical standards and specifications; maintenance and operating manuals and revisions which arise out of the construction documents or the work.
- b. Cost tracking and reporting.
 - i. Manage the project budget and monitor the General Contractor's anticipated cost report ensuring that all project related costs are tracked in a timely/accurate manner and reported in regular updates.
 - ii. Regularly monitor the anticipated final cost, showing actual costs for activities in progress and estimates for uncompleted tasks. Identify variances in the budget or estimated costs. Advise County when project costs are anticipated to exceed budget or estimates.
 - iii. Meet with the County to provide executive level updates regarding project status.
 - iv. Revise and refine the anticipated final construction cost, incorporating pending and approved changes, and potential exposures as they occur, and update/develop cash flow reports and forecasts as needed.
 - v. Maintain a daily construction log.
 - vi. Develop, implement, and manage a system for review and processing of change orders.
 - vii. Recommend necessary or desirable changes to County and the architect, review requests for changes, develop a recommendation, and assist in negotiating change orders.

- viii. Develop, implement, and manage a procedure for the review and processing of applications by contractors for progress and final payments. Make recommendation for certification to County for payment.
3. Project closeout.
- a. Substantial Completion.
 - i. Once substantial completion is achieved, direct the architect's preparation of a punch list including incomplete, unsatisfactory, or non-conforming items that require completion/remedy prior to the architect's certification of substantial completion.
 - ii. Following the architect's certification of substantial completion, facilitate and monitor the contractor's completion of and the architect's review and approval of all punch list work.
 - iii. Coordinate with the County's maintenance personnel and monitor the inspection of utilities, operating systems, and equipment for readiness. Assist in initial start-up, testing, and facilitate any required training of the County's maintenance personnel.
 - iv. Oversee the commissioning process.
 - b. Final Completion.
 - i. Coordinate the architect's determination of final completion and notify the County and architect that the project is ready for final inspection.
 - ii. Secure and transmit to the County and/or architect required guarantees, affidavits, releases, bonds, and waivers.
 - iii. Turn over all keys, manuals, record drawings, and maintenance stocks to the County. Assist County in expediting consultant and other related vendors/contractors in obtaining temporary certificates of occupancy and permanent certificates of occupancy. File all notices of completion, coordinate final payment, and secure final conditional lien releases and any other activities that may be required to occupy the project.