

Request for Qualifications (RFQ)
Design-Build Criteria Architect Services
for the
Cochise County New Jail Project

26-14-BOS-01

Submission Deadline
Thursday, April 2, 2026
4:00PM Local Time

Prepared by Cochise County
Procurement Department



On behalf of the Cochise County
Board of Supervisors Department

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1.0 INTENT

Cochise County (“**County**”) issues this Request for Qualifications (“**RFQ**”) for the purpose of selecting a firm (“**Vendor**”) to provide design-build criteria architect services (the “**Services**”) for the Cochise County New Jail Project (the “**Jail Project**” or the “**Project**”). The Vendor shall be a qualified architectural and/or engineering firm with past experience acting as a design-build criteria architect on criminal justice/detention facilities. This solicitation will result in an award to a single Vendor.

The County hereby invites competent Vendors to submit Statements of Qualifications (“**SOQ**”) for the work described in Section 3.0 – Scope of Work. Submissions received prior to the closing deadline will be evaluated in accordance with Section 7.0 – Evaluation Criteria. Submissions should only include recent (within the last 7 years) and relevant information pertaining to Section 7.0 – Evaluation Criteria. The County is not required to make an award based on any information contained within this solicitation and retains discretion to cancel this procurement at any time if deemed advantageous to the County. All documentation and data submitted by any Vendor shall be in accordance with Section 5.0 – Preparation of Response/Required Content and will be handled in accordance with the Arizona State Statutes Applying to Library, Archives and Public Records. For further information please visit: <https://azlibrary.gov/sites/>.

The intent of the RFQ is to obtain professional services for a design-build criteria architect with extensive detention/jail experience to be part of the project team for the Project. The Project’s design intent and construction outcome creates environments that reinforce rehabilitation, skill development and positive behavior, supporting long-term efforts to reduce recidivism. The selected Vendor will work on behalf of the County to prepare an architectural program utilizing the existing jail planning documents and stakeholder input, create performance and prescriptive based criteria as required, and provide any related support services for the design-build entities’ (“**DBE**”) design and construction of these systems.

This solicitation includes additional documentation specific to this requirement. See any attached documents for examples of the additional requirements and specifications. The County expects any potential Vendor to adhere to the outlined requirements and specifications throughout the life cycle of this requirement and shall enforce standards, terms and conditions contained within any documentation within this solicitation and any supporting documents. Deviations from the aforementioned requirements and specifications shall only be applicable if made pursuant to a written agreement or addendum executed by the Vendor and County.

Questions regarding this RFQ shall be submitted through Cochise County Bonfire Site listed below no later than 4:00 pm on March 20, 2026. Cochise County will not respond to any questions or inquiries other than those submitted electronically through the Bonfire

Site prior to the deadline. Formal responses to questions received prior to deadline will be posted via Bonfire within three (3) business days of submission deadline.

The preferred method of communication is through the Cochise County Bonfire Site:
<http://cochise.bonfirehub.com/portal/?tab=openOpportunities>

Inquiries can also be made via email to the following personnel:

Anne Coppola
Contracts Administrator
Cochise County Procurement Department
1415 Melody Lane, Bldg. C
Bisbee, AZ 85603
Office (520) 432-8394 Fax: (520) 432-8397
ACoppola@cochise.az.gov

Do not contact any other County departments or other County staff directly.
Information provided by personnel other than the above contact may be invalid, and SOQs which are submitted in accordance with such information may be declared non-responsive.

2.0 DESIRED QUALIFICATIONS AND EXPERIENCE

To qualify for providing Services for this request for SOQ's, Vendor and its subconsultants should demonstrate the following:

- 2.1** Proven experience providing performance-based criteria architect services or equivalent owner-side architectural advisory services for a design-build delivery method of construction.
- 2.2** Significant correctional facility experience, including adult detention projects.
- 2.3** Knowledge of Arizona building codes, detention standards, and public procurement processes.
- 2.4** An Arizona-licensed architect on the Project Team (as defined in Section 5.2.4(A)) (or ability to obtain licensure prior to contract execution).

Vendor acknowledges that, if awarded, the retained Vendor will be precluded from being on a design-build entity's team.

3.0 SCOPE OF WORK

The Vendor shall provide all labor, materials, transportation, and technical expertise in order to successfully accomplish the required work outlined within **Attachment 2 – Scope of Work** to the County’s satisfaction.

4.0 APPROVAL

No award will be made to any Vendor without prior approval from the Cochise County Board of Supervisors. The County makes no promises or guarantees of an award to any Vendor(s) without prior approval from the Cochise County Board of Supervisors.

5.0 PREPARATION OF RESPONSE – REQUIRED CONTENT

Each response to this solicitation will be considered a submission and shall contain the requested information, as outlined within this document and its attached documents. Failure to meet all of the specifications and requirements may result in rejection of Vendor’s submission or an unsuccessful offer. Additional information may be provided but should be succinct and relevant to the requested information contained within this solicitation, and should not include pricing data, unless relevant to the requested documentation required herein. Excessive and/or extraneous information will not be considered favorably.

5.1 Format Requirements

SOQs must be typed and must not exceed thirty-five (35) pages of written material excluding the cover letter, title page, table of contents and resumes. The County is not required to make an award based on any information contained within this solicitation and retains discretion to cancel this procurement at any time if deemed advantageous to the County. The 35-page limit includes any written, photographic and graphic material contained in the body of the SOQ and any appendices. The cover letter, title page, table of contents and resumes will be excluded from the 35-page limit. All pages, tables, graphs, and other material should not be larger than 8 ½ x 11 inches. The minimum font size should be 11 pt. unless stated otherwise.

5.2 All submittals shall contain the following elements, in the order given:

5.2.1 Cover Letter (will not be counted in the 35-page limit)

5.2.2 Title Page (will not be counted in the 35-page limit)

5.2.3 Table of Contents (will not be counted in the 35-page limit)

5.2.4 Experience and Qualifications of the Vendor, Project Team, and Team Members.

- A.** Summarize the experience, special expertise, and qualifications of the Vendor and proposed project team (“**Project Team**”) and team members (“**Team Members**”) and how those qualifications will enable Vendor to complete the Services as specified in this RFQ, and more specifically in **Attachment 2 – Scope of Work**.
- B.** Identify and describe projects within the past seven (7) years of similar scope, size, budget and complexity including project name, location, client, and a description of relevant services provided including, without limitation, information pertaining to bed count, support spaces, delivery method, construction cost, Vendor’s role, and project outcomes.
- C.** For each referenced project also include the names and current telephone numbers of owner and/or project management contacts with first-hand knowledge of each specified project. Identify each contact’s specific role in the referenced project.
- D.** For each referenced project also include the identification of proposed Team Members that worked on the project and their role on that project.
- E.** Describe whether the referenced project was completed by a single firm, joint venture, association or partnership and explain what work was done by each firm.
- F.** Identify all consultant and subconsultant firms to be used in performance of the Project. Specify the work and percentage of total project work to be performed by each firm.

5.2.5 Availability of Project Team to Service the Project.

- A.** Provide a table summarizing the current major assignments of all key Team Members, percentage of time committed to each current assignment and anticipated end date of major assignments and percentage of time to be committed to this Project.
- B.** Confirm a commitment to the assignment of the Team Members to this Project to include the percentage of the time of each Team Member to be allocated to this Project and a date when the Vendor and identified Team Members would be available to commence work on this Project.

- C. Provide documentation that each firm/individual comprising the Project Team is appropriately licensed to perform the Services in the State of Arizona as required by the Board of Technical Registration.

5.2.6 Project Understanding and Approach/Overall Vision.

- A. Identify and discuss the important issues and critical success factors on this project and the proposed approach to address these issues and factors.
- B. Describe any technological innovations that may be incorporated and/or innovative approaches that would be used in executing the work.
- C. Describe Vendor's methodology for criteria development.
- D. Describe Vendor's coordination strategy with stakeholders including but not limited to Owner's Representative, Cochise County Sheriff's Office and County staff.
- E. Describe how quality control and design/peer review coordination will be performed, monitored, documented and assured.
- F. Describe in detail management tools and controls that will be put in place and utilized on a continual basis to ensure that production and schedule requirements are fulfilled.
- G. Demonstrate experience and expertise in design-build phase construction and cost evaluation and cost benefit analysis.
- H. Describe the Project Team's process for handling submittals, Request for Information (RFI's), Request for Clarification (RFC's), and preparation of design bulletins during the construction support phase.

5.2.7 Resumes (will not be counted in the 35-page limit)

- A. Provide resumes for Team Members that are applicable to complete criteria documents, such as but not limited to:
 - i. Principal in Charge
 - ii. Project Manager
 - iii. Architect (Detention Expert)
 - iv. Mechanical Engineer
 - v. Structural Engineer
 - vi. Low Voltage/Communication Engineer
 - vii. Licensed Fire Protection Engineer

- viii. Fire Life Safety Expert
- ix. IT Network Specialist
- x. Specification Writer
- xi. Estimator
- xii. BIM Professional
- xiii. Healthcare Specialist
- xiv. Detention Specialist
- xv. Food Service Expert
- xvi. Any other professional that Vendor feels adds value to the Project, e.g. Detention, Operation and Rehabilitation Strategist, etc.

B. Each resume must address the following:

- i. Name of the person, title, and name of the firms with which the person has worked
- ii. Specific responsibility and description of the work to be performed for the Project
- iii. Years with Vendor
- iv. Prior projects of similar nature performed
- v. Indicate positions held
- vi. Experience/education
- vii. Indicate if work is performed while with firm other than Vendor
- viii. Certifications, registrations, and licenses

6.0 SUBMISSION REQUIREMENTS

6.1 Submissions for this solicitation must be uploaded to the Cochise County Procurement Bonfire Site:

<https://cochise.bonfirehub.com/portal/?tab=openOpportunities>

6.2 Faxed and hard copy submissions will not be accepted.

6.3 Submissions delivered to any location, electronically or otherwise, other than the above will not be considered duly delivered. The County shall not be responsible for re-routing submittals delivered to a person or location other than specified above.

6.4 All submittals, whether selected or rejected, shall become the property of the County and will not be returned.

6.5 Deadline: To be considered timely, Vendors must submit their completed SOQ's on Bonfire by 4:00PM Local Time, Thursday, April 2, 2026.

- 6.6** The County reserves the right to waive minor defects and/or irregularities in submission and shall be the sole judge of the materiality of any such defect or irregularity. Further, the County reserves the right to contact Vendors regarding any ambiguities it considers to be major, and for the respondent of any such defective submission to correct and resubmit provided this occurs prior to the opening of submissions.
- 6.7** Submissions shall be opened publicly at the posted time and date responses are due, at the Cochise County Procurement Office located at 1415 Melody Lane, Building C, Bisbee, AZ 85603. Only the name of each Vendor shall be publicly read and recorded. All other information contained in the submissions shall be deemed confidential until an award is made, or the procurement is cancelled or withdrawn. Following award or cancellation, all information contained in the submissions shall be open for public inspection, except those portions deemed confidential in accordance with Cochise County Procurement Policy § 4.5.
- 6.8** A pre-proposal site walk will be held on March 17, 2026, from 1:00 pm– 2:00 pm at the future jail site located at 203 N Judd Drive, Bisbee, AZ. Attendance is not mandatory but highly encouraged.

7.0 EVALUATION CRITERIA

The County will establish an evaluation committee that may be composed of individuals from its various departments and offices, including but not limited to members of County Administration, the County’s Procurement Department, the Cochise County Sheriff’s Office and the County’s Facilities Management Department (“**Evaluation Committee**”) to review and rank the SOQs. The Evaluation Committee will use the following criteria to establish the initial list and final ranking of qualified Vendors.

- Correctional/Detention Facility or related Experience and Qualifications of the Vendor, Project Team, and Team Members – 40%
- Criteria Architect/Owner-Side Experience – 15%
- Availability of Project Team to Service the Project – 10%
- Project Understanding and Approach/Overall Vision – 35%

8.0 SELECTION PROCEDURES

The County Evaluation Committee’s initial list of the SOQs will be used to select at least the top ranked three (3) Vendors, but not more than five (5) firms, for interviews. The interviews will establish the final ranking and list of the qualified firms.

The Evaluation Committee will use the following criteria during the interview process to establish the ranking of the final list of qualified Vendors:

- Presentation, Correctional/Jail/Detention Experience and Qualifications – 35%
- Knowledge of Project Scope – 20%

- Approach/Overall Vision of Project – 35%
- Technical/Design Innovations – 10%

Upon determination of the highest ranked Vendor, Cochise County will commence negotiations with said Vendor. The negotiations shall include compensation and other contract terms and conditions the County considers to be material to the success of the project. If the parties are unable to reach mutually acceptable terms, negotiations may continue with the next most qualified Vendor in sequence until a tentative agreement on terms is reached, or until the submissions of those included on the list have been rejected.

Upon tentative agreement with a Vendor regarding compensation and other contract terms and conditions, the contract for the Services will be forwarded to the County’s Board of Supervisors for consideration of approval. No agreement will be deemed binding on the County until approval by the Board of Supervisors and subsequent execution of the contract by both parties.

The County reserves the right to reject any or all submittals, to waive minor irregularities in said submittals, or to negotiate minor deviations with any successful Vendor. The County shall be the sole judge of the competency and responsibility of all SOQs. Any submittals which are not submitted by the date and time specified within the RFQ will be considered late. Late submissions shall generally not be considered, provided that the foregoing shall not limit the County’s right to accept a late submission in its sole discretion if its Evaluation Committee determines in writing that the late submission is in the best interests of the County and said submission is received prior to the date and time of public opening.

9.0 PROCUREMENT SCHEDULE

****Dates are subject to change by Cochise County**

RFQ Issued	March 2, 2026
Pre-Submittal Walk	March 17, 2026
Questions Due	March 20, 2026
Formal Response to Questions	March 25, 2026
SOQ Due	April 2, 2026
Shortlisted Vendors Selected	April 10, 2026
Shortlisted Vendors Interviewed	April 27, 2026
Final Vendor Selected	April 30, 2026
Contract Negotiation	May 1 – 12, 2026
Board of Supervisors Approval	May 19, 2026
Contract Award	May 20, 2026

10.0 ATTACHMENTS

The following documents are attached to this solicitation and all information contained within shall be as if it were written directly into this solicitation:

- Attachment 1 – General Terms and Conditions of Contract Award
- Attachment 2 – Scope of Work

In the event of conflict between the terms of this RFQ, the General Terms and Conditions of Contract Award, the Scope of Work, the General Terms and Conditions of Contract Award shall take precedence, followed by this RFQ, followed by the Scope of work.

11.0 AUTHORITY

The undersigned person as an officer on behalf of Vendor hereby warrants and represents that: (i) said person has actual authority to release the information contained within Vendor’s submittal and contractually bind and enter into agreements for Vendor; (ii) Vendor has actual authority to enter into an agreement with the County; and (iii) there are no restrictions or prohibitions otherwise restricting Vendor’s participation in the RFQ process.

All information submitted by Vendor shall conform to the requirements as outlined by this solicitation, its attachments and/or appendices, unless otherwise proposed to the County, as mutually agreed.

VENDOR

Signature

Date

Printed Name

Firm Name