

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**

Completed by County Counselor's Office:

Res/Ord No.: 20588

Sponsor(s): Theresa Cass Galvin

Date: December 14, 2020

<b>SUBJECT</b>	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting the transfer of \$162,000 within the County Improvement Fund and awarding a Contract for Architecture and Engineering Design Services for Renovations at the Jackson County Courthouse for the Public Works Department to SFS Architecture of Kansas City, Missouri under the terms and conditions of Request for Qualifications No. 54-20.</u></p>																
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$162,000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$162,000</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$162,000</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>TRANSFER FROM: 013-5113-56790 County Improvement Fund, Non-Departmental, Other Contractual Services</td> <td style="text-align: right;">\$162,000</td> </tr> <tr> <td>TRANSFER TO: 013-1204-56030 County Improvement Fund, Facilities Management -KC, Architectural and Engineering Services</td> <td style="text-align: right;">\$162,000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____</p> <p>Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$162,000	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$162,000	Amount budgeted for this item * (including transfers):	\$162,000	Source of funding (name of fund) and account code number:		TRANSFER FROM: 013-5113-56790 County Improvement Fund, Non-Departmental, Other Contractual Services	\$162,000	TRANSFER TO: 013-1204-56030 County Improvement Fund, Facilities Management -KC, Architectural and Engineering Services	\$162,000		
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date): _____</p> <p>Prior resolutions and (date): _____</p>																
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																
<b>REQUEST SUMMARY</b>	<p>The Public Works Department requires Architectural and Engineering Services for the renovation of the south wing of the first floor of the downtown Jackson County Courthouse in order to provide a Jury Room/Multi-Function Area. The Purchasing Department issued Request for Qualifications No. 54-20 in response to those requirements.</p> <p>Thirty-One Notifications were distributed, and seven responses were received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Respondent Name and Location</th> <th>Scores prior to Interview and Prices</th> </tr> </thead> <tbody> <tr> <td>BNIM, Kansas City, Missouri</td> <td style="text-align: center;">85</td> </tr> <tr> <td>Goldberg Group, Kansas City, Missouri</td> <td style="text-align: center;">69</td> </tr> <tr> <td>Junk Architects, Kansas City, Missouri</td> <td style="text-align: center;">55</td> </tr> <tr> <td>Piper Wind, Kansas City, Missouri</td> <td style="text-align: center;">74</td> </tr> <tr> <td>Wellner, Kansas City, Missouri</td> <td style="text-align: center;">65</td> </tr> <tr> <td>TreanorHL, Kansas City, Missouri</td> <td style="text-align: center;">91</td> </tr> <tr> <td>SFS Architecture, Kansas City, Missouri</td> <td style="text-align: center;">88</td> </tr> </tbody> </table> <p>After the initial evaluations were completed, the two best qualified Respondents were interviewed where a second set of scoring was applied. The scores were tabulated as follows:</p>	Respondent Name and Location	Scores prior to Interview and Prices	BNIM, Kansas City, Missouri	85	Goldberg Group, Kansas City, Missouri	69	Junk Architects, Kansas City, Missouri	55	Piper Wind, Kansas City, Missouri	74	Wellner, Kansas City, Missouri	65	TreanorHL, Kansas City, Missouri	91	SFS Architecture, Kansas City, Missouri	88
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Respondent Name and Location	Final Scores
TreanorHL, Kansas City, Missouri	69
SFS Architecture, Kansas City, Missouri	74

After both sets of scores were averaged the final scores were tabulated as follows:

Respondent Name and Location	Final Scores
TreanorHL, Kansas City, Missouri	80
SFS Architecture, Kansas City, Missouri	81

The Evaluation Committee has recommended SFS Architecture of Kansas City, Missouri as the best proposal received.

Points were Awarded as follows:

**Submittal Scoring – Round 1:**

Responsiveness to Request	10 Points
Qualifications and Experience	60 Points
References	30 Points
<b>Total</b>	<b>100 Points</b>

**Interview Scoring – Round 2:**







Clear Approach and Project Understanding	30 Points
Involvement in Comparable Work	15 Points
Team Dynamics, Strength, Size, Affordability	15 Points
Estimated Project Schedule	10 Points
Project Command	10 Points
<b>Total</b>	<b>80 Points</b>

Pursuant to Section 1054.6 of the Jackson County Code, the Public Works Department recommends the award of Architectural and Engineering Design Services to SFS Architecture of Kansas City, Missouri as the best proposal received.

The Director of Finance and Purchasing recommends the transfer of funds as follows:

FROM: TO:

013-5113-56790 County Improvement Fund, NonDepartmental, Other Contractual Srys	\$162,000
013-1204-56030 County Improvement Fund, Facilities Management KC – Architectural and Engineering Services	\$162,000

CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)												
COMPLIANCE	<input type="checkbox"/> MBE Goals      Goals of 9.5% for MBE; 11.7% WBE and 9.5% VBE were set for this project <input type="checkbox"/> WBE Goals      The recommended Respondent will meet MBE and WBE and the VBE has <input type="checkbox"/> VBE Goals      been amended to 1%												
ATTACHMENTS	Bid Abstract, Evaluation Recommendation Memorandum from Mr. Brian Gaddie, Director of Public Works, the Scoring Sheets and the pertinent pages of SFS Architecture's proposal.												
REVIEW	<table border="1"> <tbody> <tr> <td>Department Director:</td> <td></td> <td>Date:</td> <td>12-08-2020</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td><b>APPROVED</b> By Mark Lang at 4:00 pm, Dec 09, 2020</td> <td>Date:</td> <td></td> </tr> <tr> <td>Division Manager:</td> <td></td> <td>Date:</td> <td>12/10/2020</td> </tr> </tbody> </table>	Department Director:		Date:	12-08-2020	Finance (Budget Approval): <i>If applicable</i>	<b>APPROVED</b> By Mark Lang at 4:00 pm, Dec 09, 2020	Date:		Division Manager:		Date:	12/10/2020
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Division Manager:		Date:	12/10/2020										



County Counselor's Office:

*Bryan Cornish*

Date:

*12/10/20*

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.











**JACKSON COUNTY**  
**Public Works Department**

Jackson County Technical Center  
303 West Walnut Street  
Independence, Missouri 64050  
jacksongov.org

(816) 881-4530  
Fax: (816) 881-4448

**Memorandum**

To: Barbara Casamento, Purchasing Administrator  
From: Brian Gaddie, PE, Director of Public Works  
Date: November 25<sup>th</sup>, 2020  
RE: RFQ 54-20 Recommendation – SFS Architecture, Inc.

Barbara,

As a result of the competitively bid RFQ 54-20 to provide Architectural and Engineering Design Services for renovations at the Jackson County, Missouri Courthouse, I would like to present to you the recommendation of the selection committee. SFS Architecture, Inc submitted a package that illustrated their expertise and experience with project specific criteria. SFS Architecture was shortlisted and interviewed in order to vet their team structure and approach to the work. The selection committee agrees that the team assembled by SFS Architecture is capable of completing the work and best illustrated their qualifications and therefore should be recommended as the selected vendor for RFQ 54-20.

At this time, we will begin negotiations until a contract value and terms have been determined and are prepared for the County Executive's signature. A Request for Legislative Action will be prepared and introduced forthcoming.

Thank you for your consideration with the above recommendation.

Professionally,

A handwritten signature in black ink, appearing to read "B. Gaddie", with a long horizontal stroke extending to the right.

Brian Gaddie, P.E.  
Director of Public Works

*Frank White, Jr., County Executive*



RFQ 54-20 - COMPOSITE PROPOSAL SCORE SHEET

11/17/2020

FIRM NAME	AVERAGE INDIVIDUAL RANKING FOR EACH FIRM					Avg of Scores	Ranking of Firms
	Member 1	Member 2	Member 3	Member 4	Member 5		
<i>BNIM</i>	85	80	86	86	89	85	3
<i>Goldberg Group</i>	65	68	70	54	86	69	5
<i>Junk Architects</i>	65	60	48	56	46	55	7
<i>Piper Wind Architects</i>	75	73	83	64	76	74	4
<i>SFS Architecture</i>	80	87	89	90	96	88	2
<i>TreanorHL</i>	90	85	90	96	96	91	1
<i>Wellner Architects</i>	60	78	55	64	66	65	6

RFQ 54-20 - COMPOSITE INTERVIEW SCORE SHEET

11/24/2020

FIRM NAME	AVERAGE INDIVIDUAL RANKING FOR EACH FIRM					Avg of Scores	Ranking of Firms
	Member 1	Member 2	Member 3	Member 4	Member 5		
<i>Treanor HL</i>	60	62	73	75	77	69	2
<i>SFS Architecture</i>	76	69	70	77	78	74	1

\* Scores adjusted out of 80 max points due to potential confusion with rating the pricing schedule as part of the RFQ process. Pricing schedules were requested to ensure that realistic and appropriate fees would be utilized.



RFQ 54-20 - COMPOSITE AGGREGATE SCORE SHEET  
11/25/2020

FIRM NAME	AVERAGE INDIVIDUAL RANKING FOR EACH FIRM					Avg of Scores	Ranking of Firms
	Member 1	Member 2	Member 3	Member 4	Member 5		
Treanor HL	75	73.5	81.5	85.5	86.5	80.4	2
SFS Architecture	78	78	79.5	83.5	87	81.2	1

\* Per aggregate scoring from both composites, the selection committee has chosen SFS Architecture as the preferred vendor

Member 1: Howard  
 Member 2: Rick  
 Member 3: Brian  
 Member 4: Crissy  
 Member 5: Greg

November 3, 2020

Office of Jackson County Purchasing Department  
Room G-1, Ground Floor  
Jackson County Courthouse  
415 East 12th Street  
Kansas City, Missouri 64106

sfsarchitecture  
drivenbyconnections



RE: Statement for Qualifications - RFQ No. 54-20  
A/E/ Services for Jury Room Renovations

Dear Selection Committee Members:

SFS Architecture is pleased to submit our qualifications to design renovations to the first floor/south wing of the Jackson County Courthouse to accommodate new jury room space for the 16th Circuit Court. As you review our qualifications, please keep in mind the following key strengths of our team:

+ **Experienced Local Leadership.** SFS is a leading Kansas City architectural design firm with extensive experience in all areas relevant to this effort, including programming, planning and design of large, complex renovation projects; preservation and modernization of historic PWA/WPA era courthouses; and the specialized design of courthouses, courtrooms and court support spaces, including jury assembly areas.

We are familiar with the stringent design standards of courtroom and court support spaces, including: separate circulation patterns for public, prisoner and judiciary members; acoustic and lighting levels; ceiling height; millwork and furnishings; seating; noise sensitivity; pressurized raised floors; specialized finishes and security features; among others.

+ **Capable, Multidisciplined Team.** The SFS team is further strengthened by local MBE/WBE/VBE engineers and consultants specializing in areas such as mechanical, electrical and plumbing engineering; telecommunications; security; fire protection engineering and codes/life safety; audiovisual and acoustical design; and construction cost estimating. We will leverage the expertise of these professionals throughout the project. Their participation will enable us to address all aspects of this project, while providing meaningful roles for their firms.

+ **Understanding + Insights.** As outlined in more detail on the following page, we understand the unique requirements that must be considered when designing jury assembly rooms and associated support spaces. If awarded the contract for the Courthouse Assessment, we believe there are synergies between the proposed project and the assessment effort benefiting the Courts and County that could be realized by our team.

+ **Collaboration + Communication.** SFS utilizes a collaborative, interactive and participatory process aimed at building consensus among project stakeholders. Key to our process is listening to project stakeholders, translating what we hear into options for review and then guiding you in the development of a final option that best meets your space needs. Consensus building will be critical to the success of this project.

+ **Budget Control.** We recognize as stewards of the public's tax dollars you have an obligation to spend wisely. We will scrutinize each budget item to ensure the County is receiving the highest value with the best opportunities to save energy, reduce maintenance requirements and improve the quality of the courthouse environment – all within budget parameters. We will work collaboratively with you to prioritize strategies and explore options to maximize the value of the work.

Thank you for your consideration. We look forward to the opportunity to share our approach to collaborating with you on this important initiative.

Sincerely,

Marsha K. Hoffman, AIA, LEED AP BD+C  
Principal  
816-541-2299  
mhoffman@sfsarch.com

Dana Gould, AIA, LEED AP  
Associate  
816-541-2646  
dgould@sfsarch.com





## Project Understanding

SFS Architecture has a keen understanding of Jackson County's goals for the renovation of the first floor/south wing for jury assembly and jury support spaces following a thorough review of the County's RFQ and experience working with other clients on similar renovation projects. Our experience with similar projects provides our team with the insights and expertise to anticipate and pro-actively address key goals, opportunities and challenges, such as the following:

- **Create a vibrant environment with modern amenities** that facilitates jury room needs while being sensitive to the historic typology of the building.
- **Design that responds to the Jackson County's vision** for the highly utilized public space for the Courts and projects an appropriate image for the County.
- **Optimize available space** to accommodate new juror selection and potential jury trial space.
- When not in use for the Courts, the County's desire to utilize this area as a **multipurpose space** for large scale townhalls and legislative meetings, exhibitions, press conferences, formal speaking addresses and other engagements.
- **Provide enhanced technology and adequate infrastructure** to accommodate Courts, County and public technology needs.
- **Address acoustical concerns** to accommodate A/V requirements for juror orientation, jury trials and multi-use assembly needs.
- Upgrade and/or replace **HVAC, plumbing and electrical** systems as required.
- Upgrade to more efficient **lighting**.
- A **sequenced approach to construction** to maintain Courthouse and other operations during construction.
- **Collaborate with Building Committee and Stakeholders** to meet the needs of 16th Circuit Court and the County

The existing department located in the first floor/south wing of the first floor will be relocated to the 3rd floor as a part of this project. Conceptual planning provided as a part of the RFQ will be used as a basis by which to advance to final design. Further considerations and design alternatives will be developed with the stakeholders to develop the final best design.

## Key Design Considerations

The design of the Juror Assembly Room renovation is influenced by many complex programmatic requirements, some of which are highlighted below. Members of the SFS Team understand these complexities and have successfully worked within numerous courthouses to create functionally-driven environments that respond to these unique requirements and best support the County's mission to serve.

- Juror Assembly Room should be easily accessed by jurors and close to the Courthouse entry. Directional signage should be provided as needed.
- Juror check-in is best located close to the entry to the Jury Assembly Room. Check-in can be located directly outside or within the room, but should be located directly adjacent to staff offices. Glass can be provided between the clerks and jurors for safety of staff.
- Juror Assembly Room may consist of an orientation area with lecture seating arrangement and an area with tables and chairs.
- Toilets should be provided directly adjacent to the Jury Assembly Room.
- Circulation for public, staff and judges should be considered for safety.
- Since jurors may be waiting for a long period of time, the room should provide adequate heating, cooling and ventilation for juror comfort, as well as lighting, power and WiFi to accommodate passive activities such as reading, remote work, television and refreshments.
- Vending area should be adjacent to the Juror Assembly Room.
- Seating for jurors should be comfortable.
- Video display and sound system for orientation should be provided throughout the room.
- Judge's bench appropriately designed to facilitate Juror selection process and trials.
- For occasional use as a jury trial courtroom, requirements for jury, witnesses and clerk must be considered. These could be mobile and stored to provide maximum space for potential jurors.
- Space should be comfortable for citizens performing their civic duty.

We understand it is the County's desire to utilize this space when it is not being used by the courts for large-scale townhalls and legislative meetings, exhibitions, press conferences, formal speaking addresses and other engagement. Each of these uses will be programmed to facilitate the multi-use requirements for the space.

