



**PROFESSIONAL SERVICES –  
REQUEST FOR APPROVAL**

**Approved by Consent Agenda:**  
  
*TO BE COMPLETED BY COUNCIL STAFF ONLY*

Title: Re-Solicitation of Dept. of Corrections Owner's Representation RFQ  RFP  RFQ/RFP #: 23-037

Dept: Construction Management Contact Person: Christine Ramsdell Ext.: 7339

Description (service, justification and use):

The St. Charles County is seeking contract with a qualified owner's representation firm to represent the St Charles County in the design, engineering, and construction to support improvements in the Department of Corrections building. These improvements are necessary to support persons incarcerated who suffer from mental illness and substance abuse, and to work with these disproportionately impacted populations. Additionally, mitigating the transmission of infections, such as COVID-19, has changed the use of space requirements to provide for incarcerated convicted persons and pre-trial detainees, which necessitates this work. The work will include relocating the kitchen and kitchen services, loading dock, and potentially the communications tower to accommodate the work area. This bid focused to recruit firms with previous corrections experience, since most of the work will be completed in space is high security and critical operations. Additionally, we preferred firms who held experience relocating communications towers, and working with municipalities or Political subdivisions as well as federal funding.

Avison Young provided a team with extensive Correctional experience and demonstrated experience with occupied correctional environments, which is critical to this projects success. They also have had several project working with political subdivision and municipalities and have also worked closely on projects that utilize federal funding in recent years. The attached memo further describes the evaluation process and results.

The value of the contract of \$993,780.00 for oversight and \$5,000.00 of reimbursable items. These costs are billed as they occur and will not exceed the total value. The contract term will coincide with the federal funding project completion requirements of 12/31/2026. This contract value is included in the total approved budget value for the project. This project is funded by Construction Management Capital, 3019800-47260 and ARPA funding, 7614600-47256.

Award to: Avison Young of Missouri, Inc. Location: 1401 S. Brentwood Blvd, St Louis MO

Was the vendor pre-qualified? Yes  No

Total negotiated price: \$ 998,780.00 Contract term: 36 months with \_\_\_\_\_ renewals.

Price break-down (if applicable): \_\_\_\_\_

Proposal opening held on: 2/21/2022 Opened by: Kurt Mandernach

Account number to be charged for purchase: 3019800-47260 and 7614600-47256

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:



**PROFESSIONAL SERVICES – REQUEST FOR APPROVAL**

RFP/RFQ #: 23-037

**Additional RFQs/RFPs Received**

*The following additional responses were received:*

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

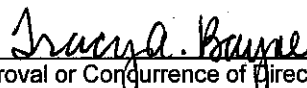
Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Sole source justification memos from (1) dept. and (2) vendor attached.

*Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.*

  
\_\_\_\_\_  
Department Director/Elected Official Signature

2/23/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Approval or Concurrence of Director of Finance

2/27/2023  
\_\_\_\_\_  
Date

**BELOW ONLY TO BE COMPLETED FOR PROPOSALS AT LEAST \$15,000 AND LESS THAN \$50,000. See instructions at the top of pg. 1.**

\_\_\_\_\_  
Director of Administration Signature

\_\_\_\_\_  
Date



**Christine Ramsdell**  
Director of Facilities Management

**TO:** Members of the County Council  
Steve Ehlmann, County Executive

**CC:** Donna Vogt, Executive Assistant to the County Council  
Joann Leykam, Director of Administration  
Bob Schnur, Assistant Director of Administration  
Rory O'Sullivan, Interim County Counselor

**FROM:** Christine Ramsdell, Director of Facilities Management

**DATE:** February 23, 2023

**SUBJECT:** 23-037 Re-Solicitation of Department of Corrections Owner's Representation for Construction Services

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St Charles County Construction Management is seeking approval to contract with Avison Young of Missouri, Inc. for Owner's Representation services for the Department of Correction renovation project.

While Avison Young was the only submission for this re-solicitation, the original Request for Proposal received three submissions for services. All submissions were closely reviewed, and two firms were selected to interview so the County could further evaluate their project management plan, the team proposed, and obtain greater detail for their project experience and price. Avison Young was one of the firms interviewed.

Following the interview process, Avison Young was a strong contender, but we determined the scope description in the original RFP was unclear due to inconsistent information from the submitted proposals. As such, the County opted to resolicit this RFP with additional details. Avison Young's proposal was modified for the revised RFP scope, while maintaining the same project management plan, team, and extensive experience.

The project plan proposed by Avison Young provided a great amount of detail and presented a well thought out approach. The Avison Young team included design consultant, Dewberry, who has extensive corrections experience. This consultant provides value to the County to get the design process started quickly. Avison Young also included a detailed staffing plan that outlined the man hours and resumes for the team members that will be overseeing each phase of work, which indicates that they intend to match staff expertise to the work being performed and manage billable rates. This will help the county staff and the Avison Young's project manager to better monitor costs and aspects of the project needed to ensure its success.

Avison Young's correctional project knowledge is very strong. They provided more a detailed account of correctional project knowledge and experience. Further, the consultant, Dewberry brings over 300 jail projects including expertise in mental health and substance abuse. Lastly, Avison Young researched the ARPA funding requirements and provided the County with information that demonstrated they understood the challenges of this funding's timeline limitations.

Our experience in overseeing the two recent renovation projects in the jail, tells us that this project will require a substantial amount of time to oversee while minimizing operational disruptions. The criticality of the facility, and the complexity of renovating an existing structure, while occupied, brings increased responsibility to oversee this project. It is vital to safeguard both the jobsite and the corrections operations during construction. The general contractor and all trades will need close management to ensure protocols are met. Additionally, the previous two projects showed us the onsite supervision requirement is nearly full-time during design and even higher at times during construction to ensure operations are maintained during the critical phases of construction.

The original RFP was sent to six firms and posted on our website. Three firms responded originally. When we resolicited the RFP, we made sure the same six firms were included and the three firms who originally provided a response were contacted by the County directly to ensure communication about the revised RFP.

Avison Young demonstrated a strong proposal based on their experience managing similar projects within occupied jail sites, in addition to understanding the unique needs of corrections design and operations. Avison Young detailed information showing the efficient use of the Assistant Project Manager and Administrative Assistant roles to reduce the overall hourly billing. For these reasons, Avison Young is recommended for selection for this project.

