

**Request for Qualifications for Architectural Services  
to Design Physical Barriers for the Skagit County  
Community Justice Center (Jail)**

NOTICE IS HEREBY GIVEN that the Skagit County invites the submittal of written statements of qualifications from firms interested in providing Professional Architectural Design Services for the Community Justice Center.

**PROJECT DESCRIPTION**

This project consists of designing physical barriers and other measures in vicinity of detention center mezzanine railings that are nearly identical in seven pods. The installed physical deterrents must maintain control room visibility/transparency and consider fire sprinkler head spray patterns. The facility opened in 2017 and is located in Mount Vernon, WA.

The work to be performed by the selected consultant will consist of, but not be limited to design of the project; preparation of project plans and specifications in compliance with local, state, and federal requirements; construction cost estimate; permitting; and potentially construction management.

**LETTER OF INTENT**

All consultants intending on submitting a Statement of Qualifications in response to this RFQ are **required** to submit a letter of Intent to Ken Hansen, Facilities Management Director, at [khansen@co.skagit.wa.us](mailto:khansen@co.skagit.wa.us) by April 11, 3:30 pm per the schedule below. The letter can be in form of an email and should identify the following information:

Company Name  
RFQ Contact for Company  
Address for Company Contact  
Phone Number for Company Contact  
E-mail address for Company Contact

The Letter of Intent must be electronically mailed with "Letter of Intent" in subject line. The letter does not commit the firm to respond to the RFQ, but insures they will receive any clarifying details and responses to questions submitted by other competitors. Once your letter of intent is received you will receive a confirmation via electronic mail including a few facility drawings to help visualize the scope and scale of this project.

**SUBMITTAL**

Cover letter shall include the following information: Firm name, phone number, and email address; Name of Principal-in-Charge, Project Manager, and Key Personnel. The submittal package shall be limited to no more than twenty (20) letter size pages.

Submittals will be evaluated and ranked based on the following criteria:

1) Key personnel (15%); 2) Firm's experience with detention facility standards, specifications, and requirements – include at least three projects (30%); 3) Experience designing climb mitigation measures, preferably a retrofit (35%); 4) Past performance/ references (20%). Selection will be made on qualifications submitted. Highest ranking firms will be interviewed, and results will be shared with all firms that submitted a Statement of Qualifications (SOQ).

No cost proposals are requested at this time, and any questions regarding this project shall be directed to Ken Hansen at (360) 416-1179 or email above by April 11 at 3:30 pm. Please email a PDF copy of your SOQ with the subject line reading “**Skagit County Physical Barriers**” by April 18, 2024, no later than 3:30 p.m. No submittals will be accepted after that date and time.

RFQ document posted on skagitcounty.net	March 26, 2024
Deadline for Submitter Letter of Intent	April 11, 2024 3:30 PM (PDT)
Deadline for Submitter Questions	April 11, 2024 3:30 PM (PDT)
Deadline for Response to Submitter Questions	April 15, 2024 3:30 PM (PDT)
Deadline for receiving Statement of Qualifications	April 18, 2024 3:30 PM (PDT)
Anticipated Design Team Selection	May 3, 2024

Skagit County reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event will the County or any of their respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any related costs. The prospective consultant teams shall wholly absorb all costs incurred in the preparation and presentation of the submittals. The RFQ Submittals will become the property of Skagit County.

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[www.skagitcounty.net/rfp](http://www.skagitcounty.net/rfp)