

Scott County Administration
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030

REQUEST FOR QUOTATION
Scott County Requisition No. 19392
Bidders need to complete and submit this form.

Submission Date: 8/21/2018	No Later Than: 4:00pm
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Qty	Description
	Scott County Jail Needs Assessment and Juvenile Detention Assessment
	Scope of work is attached to conduct a comprehensive Jail and Detention Center Needs Assessment Study and provide Pre-Architectural Consulting Services
	Scope of work, Timeline, Submission Requirements, Point of Contact are included with Background Information
	Please register at www.publicpurchase.com
	price quotation good for 60 days
	Delivery Included
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, www.scottcountyiowa.com

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:
(Scott County Use Only)

Name

Date: 7/25/2018

Title

Time: 4:00 pm

Company

PLEASE NOTE:

Bidders must provide an estimated delivery date in their bid response!

Date

Company Contact Information:	Phone:
	E-Mail:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”



SCOTT COUNTY
REQUEST FOR PROPOSAL
July 25, 2018

JAIL NEEDS ASSESSMENT
JUVENILE DETENTION ASSESSMENT

PROPOSAL DUE DATE:
ON August 21, 2018, 4:00 P.M.

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BACKGROUND INFORMATION

The mission of the Scott County Jail is to provide safe, secure and constitutional detention of both sentenced and pre-trial detainees placed in the facility by the courts.

The Scott County Jail will strive to provide programs and services that are deemed feasible and practical, to meet the individual problems and needs of the detainees in a cost effective and efficient manner, and meet or exceed all state and national standards. (State and national standards include the Iowa Code, Federal Statutes, civil laws deemed appropriate and the United States and State of Iowa Constitution).

The Scott County Juvenile Detention Center is to provide short term, secure placement for allegedly delinquent youth under the age of eighteen.

The Scott County Juvenile Detention Center will provide detention and diversion programs, striving to provide safe, secure detainment when necessary, as well as cutting-edge continuum of community-based programs, so youth will ultimately have the best chance to succeed.

PHILOSOPHY

SCOTT COUNTY JAIL:

The Scott County Jail is the only adult detention facility of Scott County, designed to accommodate the division and offices related to the county criminal justice system.

The jail serves not only the county system, but the 7th Judicial District housing both adults and juveniles waived to adult court and U.S. Marshal and ICE inmates.

The length of incarceration at the county level is relatively short. By Iowa State Statute, no one may be incarcerated in a county jail for more than one (1) year. This limits the types of intervention possible at the Scott County Jail. There are exceptions for those inmates on court appeals.

The needs of many inmates revolve around solving drug and alcohol problems, general mental health problems, and around improving the methods and means of managing their lives. These areas can begin to be dealt with on a short-term basis. In cases requiring long-term services, the jail may act as a referral agency providing the inmate with avenues of access to various community and social service assistance programs. County level incarceration often represents the offender's initial contact with the criminal

justice system. Effective intervention at the county level may to a significant degree prevent a person's continued involvement in crime.

Direct Supervision

Five (5) of the seven (7) housing units are direct supervision. This means there is a Housing Officer trained in interpersonal communication and direct supervision assigned to work inside the housing unit.

There are nine (9) principles and three (3) dynamics of direct supervision:

Principles of direct supervision

- Classification and Orientation
- Competent Staff
- Effective Communication
- Effective Control
- Effective Supervision
- Just and Fair
- Manageable and Cost Effective Operations
- Ownership of Operations
- Safety of Staff and Inmates

Dynamics of direct supervision

- Directions
- Consistency
- Consequences

The key concept of direct supervision is placing a Corrections Officer in the unit and not isolating them from the inmates by bars or control rooms. Research has shown that Corrections Officers in the units get to know the inmates and can recognize and respond to trouble before it escalates. The staff is proactive rather than reactive. The staff is more dependent upon negotiation, communication, and conflict management skills rather than physical strength. Direct supervision is a combination of management and operational philosophy, facility design, and staff training.

Programs offered within the jail are located here:

<https://www.scottcountyjowa.com/sheriff/jail/programs>

The Scott County Jail strives to insure societal protection, to improve the offender's chances of succeeding within the outside community, and to achieve community involvement, both with the facility and with the inmate once released from it.

SCOTT COUNTY JUVENILE DETENTION CENTER

The Center's structure provides more than short-term confinement. The philosophy is to challenge youth to take responsibility for the thinking/behavioral patterns that brought about their placement, and to explore areas of growth and change needed to assure that they will not be detained again. While staff are aware of the limitations that the Center's brief stay (average length of stay is 19 days) places on its best attempts to meaningfully impact residents, it is hoped that through community collaboration and an intensive staff training program, real progress will be made.

Development of a rapport between staff and residents is key to creating an environment conducive to positive change. Because of this rapport, the Center has managed the behavior of youth found to be extremely recalcitrant in other environments. The involvement between staff and residents also helps reduce the frustration and anxiety felt by youth. Although the Center is not a treatment program, staff members view detention as a very important component in this Juvenile Justice/Treatment System. Because this system strives to reduce juvenile crime by actively engaging youthful offenders at all points of contact, staff members are determined to seize every opportunity to positively impact the residents. Staff has recently found it more difficult to establish a rapport with a larger percentage of juveniles due to more aggressive behaviors.

In an effort to make use of community resources, a Speaker's Bureau has been established and guest speakers from several agencies have volunteered to facilitate group discussions on issues ranging from gang education to the prevention of sexually transmitted diseases, staff from Genesis Psychology Associates provides mental health services for the juveniles. Since a majority of the youth detained at the Center will be transferred to treatment programs, the Center's structure attempts to address the negative thinking and behavioral patterns that have sabotaged past efforts to promote positive change. This allows for a rudimentary preparation for youth facing the structure found in treatment programs. A joint training for the staff of several different area agencies was conducted to convey a clearer, more consistent message to youthful offenders as they move through the Juvenile Justice System.

REQUEST FOR PROPOSALS/SERVICES

Scott County is accepting proposals to assess and recommend solutions for:

1. Jail Needs Assessment to address the design of the special management housing unit, intake housing unit, and the amount of flexible housing.
2. Jail Needs Assessment to address the usable housing capacity of the jail to also include juveniles housed as adult offenders.
3. Juvenile Detention Center Needs Assessment to address housing capacity.
4. Juvenile Detention Center Needs Assessment to determine the financial and operating benefits of co-locating with the jail to consolidate common services (programs, kitchen, laundry, transport, health services) between the facilities.
5. Jail Needs Assessment to determine the optimum capacity and projected net operating costs, including out of county inmates from other jurisdictions.
6. Juvenile Needs Assessment to determine the optimum capacity and projected net operating costs, including out of county juveniles from other jurisdictions.

SCOPE OF SERVICES DESIRED

Qualified criminal justice consulting, architectural or consulting firms who possess knowledge, skills, and experience in pre-architectural detention planning to conduct a comprehensive jail and detention center needs assessment study and provide pre-architectural consulting services. The purpose of this study is to develop a plan that will establish current and future capacity requirements and operational costs associated with redesigning the current facilities, or co-locating facilities and providing an initial estimate of the cost of construction of any new facility space recommended.

The services will include:

1. The consultant will identify any data required. The consultant will analyze and assess data collected by the County. It is expected that this will reduce the on-site time and travel required.
2. The consultant will examine factors contributing to the current correctional population. This study should examine county population growth trends, crime trends, changes in laws, practices within the criminal justice system and other factors that have or will affect the number of pretrial defendants and sentenced offenders who are detained in the county jail or juvenile detention center and the lengths of their stays.

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3. The consultant should perform a study of the inmate population for developing design specifications about the types and number of bed spaces that will be needed to accommodate inmates in the county jail and juvenile detention center.
 4. The consultant will forecast facility (jail and juvenile detention center) capacity requirements in five-year increments for a minimum of twenty (20) years. The consultant should identify a reasonable margin of error in the forecast and explain the rationale behind it. The forecast will be broken out to show the space allocation requirement for each type that accommodates inmates, such as booking and direct supervision housing areas (housing for males, females, adults, and juveniles). Consideration should be taken for the amount of flexible housing that is needed to address the usable capacity of the jail. If major changes are imminent, such as new laws or additions of new industries, that should be acknowledged for their potential impact on the forecast. The description of the forecast should be written so that members of the public can understand its relation to historical trends, growth of the county, changes in crime, and the recommended strategy for designing the facilities to accommodate future expansion needs.
 5. The consultant should develop a forecast of staff, management, programming, and operational space needs.
 6. The consultant will provide projected operational and facility costs associated with the inmate population forecasts. This will specifically include any staffing changes. Staffing changes related to the recommendation will consider internal and external influences, relief factors, physical constraints, categorization of inmates / residents, overtime, external responsibilities including transportation.
 7. The consultant should provide a statement of the impacts, benefits, or consequences of the proposed solutions to the County, Jail, Juvenile Detention Center and the Community as a whole.
 8. Proposed timeline for conclusion.

The final report should include an executive summary that is suitable for public consumption and understanding.

CURRENT OPERATING CHARACTERISTICS

SCOTT COUNTY JAIL

The Scott County Jail was designed to ensure that staff is in control of all areas of the facility and can actively manage and control inmate behavior.

The housing areas were sized for both long and short-term use and include a dorm and flex housing. Some housing units contain sub-dayrooms that can be used to house inmates separately within the same housing unit and contain showers and phones. There are handicap accessible accommodations for female and male housing areas.

Inmate services are decentralized and located within housing support corridors to maximize staffing efficiency and effectiveness and reduce the need for inmate movement. Housing units share a housing support corridor and each housing support corridor contains the following:

The jail has five linear cells for flexible housing and no housing to separate juveniles from adults. The dorm housing unit, originally designed to house females, has been repurposed to house general population males. The special management housing unit is divided up into sub- dayrooms housing between 4 and 24 special management inmates.

- Indoor/Outdoor Recreation,
- Interview Room,
- Multipurpose Room,
- Staff Restroom,
- Storage, and
- Triage.

Housekeeping is a necessary function and all inmates are required to contribute to the daily routine cleaning of their assigned housing unit.

Meals are delivered to the housing units. Inmate behavior determines where in the housing unit the inmate eats his meal.

The Corrections Division runs four (4) teams on two (2) 12-hour shifts. The current staff composition is as follows:

- 1.0 Chief Deputy Sheriff / Jail Administrator
- 1.0 Assistant Jail Administrator
- 2.0 Shift Commander (Corrections Lieutenant)

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- 14.0 Corrections Sergeant
 - 1.0 Food Service Manager
 - 2.0 Program Services Coordinator
 - 2.0 Classification Specialists
 - 59.0 Correction Officer
 - 1.0 Alternative Sentence Coordinator
 - 4.0 Jail Custodian / Corrections Officer
 - 4.0 Cook
 - 2.0 Court Compliance Officer

The Civil Department oversees 13.4 Bailiffs who provide courthouse security and assist in the transportation of juvenile and adult inmates.

The Sheriff Administration department oversee 1.0 Senior Accounting Clerk and 1.0 Inmate Service Clerk.

The Average Daily Population of residents from Fiscal Year 2016 – 2018 (YTD):

- 288.53 in FY 2016
- 274.26 in FY 2017
- 267.70 in FY 2018

The average from February 2018 to April 2018 is 264.3. As of April 2018, the state judicial system temporarily applied a pre-trial release, which decreased the number of inmate within the system. The average returned to 261.10 in May and 281.36 in June, respectively.

Based on current classification methods applied by the Jail, an increased number of inmates are housed out of county.

JUVENILE DETENTION CENTER

The Scott County Juvenile Detention Center is a short term, 16 bed co-ed facility. The facility is licensed for 18 beds, however two rooms are used for intake, isolation, and phone call rooms.

The Center offers more than short term security. In compliance with laws and standards established by the State of Iowa, the program is designed to define limits on behaviors and hold youth accountable for their behaviors.

The Center began taking youth for detention on December 1, 1980, with an occupancy of 5 youth, in FY 86/87 the Center was expanded to 6 beds. Again in 1994, it was necessary to expand the Center to 10 beds.

The Juvenile Detention Center most recent expansion was finished in 2003. This expansion increased capacity by six beds for a total of 16 beds.

The Juvenile Detention Center runs three (3) 8 hour shifts. The current staff composition is as follows:

- 1.0 Juvenile Detention Center Director
- 2.0 Shift Supervisor
- 12.90 Detention Youth Counselor
- 1.0 Community Based Counselor

The Detention Youth Counselors also prepare meals through an onsite kitchen.

The Average Daily Population of residents from Fiscal Year 2016 – 2018 (YTD):

- 11.75 in FY 2016
- 11.3 in FY 2017
- 18.3 in FY 2018

The average from February 2018 to June 2018 is 20.6. This is due to increased juvenile activity related to automobile thefts and multiple individuals in one occurrence. Additionally juveniles have been placed out of county due to space restrictions at the Scott County facility.

TIMELINE

RFP ISSUED:	July 25, 2018
DEADLINE FOR QUESTIONS SUBMISSION:	August 9, 2018
RESPONSES TO QUESTIONS RELEASED:	On or Before August 15, 2018
PROPOSAL RESPONSES DUE:	August 21, 2018 AT 4:00 P.M.

Evaluations will be conducted upon receipt of proposal and may include interviews and additional questions for those submitting proposals, with final award of the contract is expected **on or before September 28, 2018**.

PROPOSALS REQUIREMENTS/TECHNICAL INSTRUCTIONS

Interested firms must submit a proposal as outlined herein addressing all services, timeline and fees to accomplish the intended project. Proposals should include (at minimum) the following information:

- a) Firm Information – Name of firm, description of capabilities, business aliases (if any), principles/owners, location(s), current licensing and contact information including telephone and e-mail address.
- b) Qualifications pertaining to this project – examples of similar project work performed in the past 5 years and expertise of proposed staff. Designate design staff with professional resume(s) specific to the project.
- c) Firm capacity – indicate the capacity of the firm to deliver described project according to the proposed project timeline and budget. Express any concerns regarding same. Include revised timeline if necessary.
- d) Fee proposal, including reimbursable costs estimate
- e) Project Timeline – information pertaining to expected duration of design and construction work- if different from outline above.
- f) References – provide at least four professional references with at least two pertaining to similar projects and/or similar type of constructed buildings. Include current contact information for references to include contact name, address, telephone and e-mail.

PROJECT SUBMISSION DEADLINE

Submissions must be received by www.publicpurchase.com, **no later than August 21, 2018 at 4:00 p.m. (local time)**

SUBMISSION REQUIREMENTS/TERMS AND CONDITIONS

Please submit your electronic proposals via www.publicpurchase.com no later than **4:00 p.m., August 21, 2018**.

Confirmation of receipt can be verified by emailing purchasing@scottcountyiowa.com. Please mail or deliver four (4) hard copies also by this date and time to the mailing address below.

Final proposal to Project Contact:

David Farmer
Director of Budget and Administrative Services
Scott County, Iowa
600 W. 4th Street
Davenport, IA 52801
david.farmer@scottcountyiowa.com

Both electronic and hard copies need to be submitted. Any party submitting a proposal is responsible for ensuring their proposal is received by Scott County at the stated location on or prior to the due date. Late submittals may not be considered. Scott County is not responsible for delays, technical problems or other issues preventing the delivery of bids before the deadline. It is the bidder's responsibility to ensure the timely delivery of bids.

Any questions may be submitted to the Project Contact listed above.

Answers to Questions submitted will be posted on www.PublicPurchase.com and the Scott County's website, www.scottcountyiowa.com for all proposing vendors to see.

Questions must be submitted by August 9, 2018.

Question responses will be posted by 4:00 pm on August 15, 2018.

Proposals must include the information as specified in this document. Proposals that do not meet the criteria and conditions as outlined may not be accepted. Verification of

receipt may be made to the purchasing office at 563-326-8793. Please note that office hours conclude at 4:30pm sharp. If a proposal is received after the above deadline, Scott County is not responsible for any delivery delays or logistical issues including but not limited to: internet delays or interruptions, computer failure, strikes, weather delays, etc. Scott County reserves the right to reject the proposal. Scott County reserves the right to reject any and all proposals, to waive any informality, to accept any proposal that it believes to be in the County's best interest, or to negotiate with any one or more respondents or other parties for the performance of all or some components of the request. Scott County reserves the right to award, complete or accept the main proposal and/or the optional studies.

RFP submissions must be via Public Purchasing at www.publicpurchase.com. Registration is required, however Scott County does not require you to select a subscription service of any type, nor will Scott County be responsible for any costs incurred if you opt for any type of subscription other than the "free" selection. Questions regarding Public Purchasing should be directed to them through their chat feature.

Proposals received after the deadline may not be considered. Incomplete proposals that do not fully address this RFP will be considered non-responsive and may not be considered.

SELECTION CRITERIA/EVALUATION

The following attributes and requirements will be the primary criteria for selection for this RFP process:

- ◆ Similar work history;
- ◆ Project approach and description
- ◆ References;
- ◆ Past project performance;
- ◆ Fee proposal, financial terms will not be the sole determining factor in the award.

RESERVED RIGHTS

Scott County reserves the right at any time and for any reason to cancel this RFP, to reject any and/or all submittals, to disqualify any submission deemed to be unresponsive or that fails to meet the requirements of this solicitation. Scott County may seek clarification with regards to a submittal at any time; failure of a prompt response may also be cause for rejection. Scott County may require submission of best and final offers.

The decisions and interpretations of Scott County staff and the Scott County Board of Supervisors are final and are not subject to appeal.

PROPOSED CONTRACT

If a Proposer intends to request that Scott County enter into any agreement form in connection with the award of this contract, the form must be submitted with the proposal for review by the County's legal counsel during the evaluation of proposals.