

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

REQUEST FOR QUOTATION
Scott County Requisition No. 19471
Bidders need to complete and submit this form.

| | |
|----------------------------------|------------------|
| Submission Date 7/11/2019 | 4:00 p.m. |
|----------------------------------|------------------|

| Qty | Description |
|-----|--|
| | Law Enforcement Operations Staffing Study |
| | for Scott County Sheriff's Office |
| | See attached for background information, current operations, request of scope of services desired, timeline and submission requirements. |
| | |
| | |
| | Submit electronic responses to www.publicpurchase.com |
| | Submit hard copies as directed |
| | 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: 6/13/2019
Time: 1:00 p.m.

Title

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

June 13th, 2019

**SHERIFF'S OFFICE LAW ENFORCEMENT OPERATIONS
STAFFING STUDY**

**PROPOSAL DUE DATE:
July 11th, 2019, 4:00 P.M.**

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BACKGROUND INFORMATION

The Scott County Sheriff's Office has been in operation over 150 years and consists of 160 FTE's and various volunteers providing public safety to the citizens and visitors of Scott County. Forty-four (44) of the FTE's are sworn law enforcement officers.

The Sheriff's Office operates a 363 bed jail facility which provides centralized booking, internal programming for inmates, housing for sentenced and pre-trial inmates, electronic monitoring, and internal employee training. All jail employees other than the jail administrator are civilian.

Law enforcement operations are provided by sworn deputy sheriffs and bailiffs and include patrol, civil process servers, investigators, special operations deputies, school liaisons, bailiffs, a civilian sex offender registry specialist, and reserve deputy sheriffs. Law enforcement operations are the focus of this study.

Courtroom and courthouse campus security along with most prisoner transporting is provided by bailiffs. The courthouse consists of associate and district courtrooms, the sheriff's office administrative, civil, investigative, and bailiff offices, County Attorney's Office, Court Administration Office, Information Technology, Juvenile Court Services, and the Clerk of Court offices. The county administrative building is also on campus in a separate building and contains the remaining county offices and some state offices. All bailiffs are uniformed armed civilians with some of them being reserve deputy sheriffs.

A county-wide dispatch center for law enforcement, fire, and ambulance is provided by a consolidated center called Scott Emergency Communication Center (SECC). Agencies use a single records management system/ computer aided dispatch (RMS/CAD) system with a mobile computer in all emergency response vehicles. Calls for service are dispatched on an 800 MHz system along with a computer dispatch and communications system.

Scott County is one of 99 Iowa Counties with an elected sheriff who is responsible for numerous legal requirements. It is the third largest county by population and is located in eastern Iowa, bordered by the Mississippi River on the East and South side, and the Wapsipinicon River to the North. The population is 172,474 (2016) and is 468 square miles. The largest city in Scott County is Davenport with a population of 102,612 (2016) followed by Bettendorf at 35,727 (2016). There are 14 small towns in Scott County along with one large unincorporated subdivision called Park View. The unincorporated

area of Scott County is mostly agricultural. Rock Island County, Illinois is on the East side of the Mississippi River creating the metropolitan area called the Quad Cities.

Sheriff Tim Lane, was elected in November, 2016 and was sworn into office for a four-year term on January 3rd, 2017. Funding for the Sheriff's Office comes from the county general fund which receives a majority of its funding from a county property tax levy which is equal throughout the entire county.

PHILOSOPHY

Scott County Government is dedicated to protecting, strengthening, and enriching our community by delivering quality services and providing leadership with P.R.I.D.E. An acronym that stands for Professionalism, Responsiveness, Involvement, Dedication, and Excellence.

In 2017 the Scott County Board of Supervisors created a strategic planning model with a vision statement for the future of Scott County by the year 2032. The vision statement is based on the five principals that Scott County 2032 is a:

1. Great place to live
2. Great place for business
3. Safe community
4. Healthy community
5. Livable community for all

A safe community is described as:

1. People feeling safe and secure throughout Scott County.
2. Strong working partnership among law enforcement agencies.
3. Effective countywide emergency communications system.
4. Effective emergency management preparation, response, and recovery.
5. Timely response to an emergency call for service.
6. Effective jail population management.
7. Residents and the community involved and sharing responsibility to make Scott County safe.
8. Community support for law enforcement agencies.
9. Strong working relationship among fire service providers.
10. Reputation: no tolerance for criminal activity.
11. Safest large county in Iowa.

SHERIFF'S OFFICE OPERATIONS

The Sheriff's Office Operations Division consists of 42 authorized Deputy Sheriff's. This does not include the Sheriff or the Jail Administrator. The executive leadership staff consists of the Sheriff, and 3 political appointments as allowed by law and is not subject to change other than at the Sheriff's request. The political appointments include one Major who is the jail administrator, one Major who is in charge of the Operations Division, and the Operations Division Captain.

Patrol consists of a total of 20 deputies, with 6 on day shift, 7 on afternoon shift, and 7 on night shift. Each deputy works a schedule of 5 eight hour days with the same days off each week. There are 3 patrol areas or beats in the county. Each patrol officer is in full uniform with a marked car that is permanently assigned to the deputy.

Day shift is led by a Lieutenant who oversees a patrol sergeant, the Special Operations Unit (SOU) sergeant, school liaisons, and the training deputy.

SOU currently consists of a sergeant and a deputy. The Sheriff's Office is working with other agencies to become a Scott County multi-agency drug task force. The SOU uses informants, conducts search warrants and attributes to a large percentage of the overall arrests made each year. A large amount of evidence including cellular phones are collected for analysis. This unit contributes largely to the Sheriff's dedication to illegal drug enforcement.

There is a school liaison deputy assigned full time during the school year at Pleasant Valley High School and another school liaison deputy assigned full time during the school year for Pleasant Valley Junior High. Their salaries are partially funded by the school district. During the summer these deputies fill in for vacancies. These deputies are in uniform and have a marked patrol vehicle assigned to them.

A new deputy is approved to work the local community college on a full time basis. This position will begin mid-summer and is fully funded by the college.

One deputy is dedicated as the training deputy. The training deputy conducts an aggressive training program which consists of monthly in-service training to include state required topics and firearms qualifications along with various other topics. The training officer also maintains training files and academy forms, teaches the DARE Program, and attends public service events, security analysis, and teaches external ALICE training classes for schools and the public. The training officer is in uniform and

has a marked patrol vehicle assigned to them to respond to calls in the event that he/she is needed.

Afternoon and night shift patrol is led by a single lieutenant who primarily works the afternoon shift. The lieutenant oversees an afternoon sergeant and two night shift sergeants. This staffing model is an organizational change made by the Sheriff to eliminate the night shift lieutenant.

Investigations is led by a lieutenant and consists of a sergeant and four (4) deputies. One investigator is funded by the Violence Against Women Act and primarily performs functions related to the grant and reporting of the grant. One investigator is responsible for the Sex Offender Registry (SOR) which consists of approximately 420 sex offenders who live in Scott County along with approximately another 40 sex offenders who are required to register in Scott County. Scott County has the second largest sex offender registry in Iowa with over 120 sex offenders in the Iowa Prison System expected to be released over time to live in Scott County. The SOR has a civilian specialist who registers each sex offender in the state system and enters the information into the RMS. The SOR investigator has also been conducting the Internet Crimes Against Children (ICAC) cases for the last several years due to staffing levels. The SOR and ICAC positions are also part of the Sheriff's dedication to the public to perform these enforcements to the highest level. One of the investigators is available to investigate cases that are sent in from patrol. The last investigator is the evidence technician. The evidence technician is based out of the patrol headquarters building which has the evidence vault in it. This deputy is the only investigator in uniform who drives a marked patrol vehicle. Their vehicle is a marked patrol truck that is equipped for collecting evidence. He/She is available to respond to calls in the event that they are needed.

The investigations lieutenant also oversees the civil process sergeant and the bailiff sergeant.

The civil process consists of the sergeant and two deputies. There are three zones set up in the cities of Davenport and Bettendorf where the majority of the civil process is served. The remaining civil papers are served by patrol. The civil process deputies are in full uniform with marked squad cars. An organizational change was made by the Sheriff two years ago to reduce the civil process staffing from four (4) down to three (3). Civil deputies respond to assist calls for service, vehicle accidents, traffic stops, arrests, and mental and substance abuse committals.

The non-sworn Bailiff Sergeant oversees numerous full-time, part-time, and temporary bailiffs. The bailiffs are uniform armed civilians who are not described in the Code of Iowa. Scott County is one of only three counties in Iowa that use bailiffs as opposed to

court attendants, deputy sheriffs or private security. Bailiffs are not recognized as public safety in Iowa and do not have the same retirement or a disability program. Scott County Bailiffs make a large number of arrests each year on warrants and other violations in the courthouse and county campus along with transporting inmates to and from court and securing the large amount of money that the other county offices take in each day.

There are two deputies assigned to the Metropolitan Enforcement Group which is an Illinois based drug task that performs most of their enforcement time in Rock Island County. In the past they were completely funded by grants but currently are only about 70% funded on those grants. The next grant application may propose some changes to the task force that the deputies are assigned to.

One deputy is assigned to the Quad Cities Federal Gang Task Force in Rock Island, Illinois. This deputy is partially funded on a grant and performs drug and federal crime investigation in both states.

The remaining three (3) authorized deputies have not been realized for several years due to various reasons including; turnover, training, medical leave, military leave, family related medical leave, and administrative leave. If ever realized they would represent one position on day shift patrol, one position as an investigator, and one position in SOU.

The Office Administrator oversees a civilian staff which includes two civilians who operate inside the secured area of the jail with inmate property and mail and prisoner transports and movement. There are two civilians in the records/ permits department and four civilians in the civil process division.

- 1.0 Sheriff
- 1.0 Operations Major
- 1.0 Jail Administrator (Major)
- 1.0 Operations Captain
- 3.0 Patrol and Investigations Lieutenant
- 7.0 Patrol, Investigations, Civil, and SOU Sergeants
- 14.0 Patrol Deputies
- 3.0 Investigation Deputies
- 2.0 Civil Deputies
- 4.0 SOU, MEG, and Federal Gang Force Deputies
- 2.0 School Liaisons
- 1.0 Training Deputy

-
- 3.0 Unrealized Deputies
 - 1.0 Sex Offender Registry Specialist
 - 1.0 Bailiff Sergeant
 - 12.4 Bailiffs

CHANGE OF OPERATING MODEL

The change to the operating model of the Scott County Sheriff's Office is based on two principals. One is that the sheriff's office will have the maximum emphasis on enforcing laws and the second is that it will encompass the entire county.

The sheriff's office has moved towards emphasizing enforcing laws by moving personnel from administrative positions whenever possible, requiring them to work in uniform, and driving a marked patrol unit for maximum visibility. Enforcing laws is encouraged and supported including civil process service deputies.

The sheriff's office patrol usually does not currently perform law enforcement functions in the entire county. The patrol area of the three beats does not include the cities of Davenport or Bettendorf. The sheriff's office recently began assisting these cities patrol divisions with the civil process deputies when possible from Monday through Friday. Patrol has always provided primary and secondary patrol service to the remaining towns in the county. The Criminal Investigation Unit does not investigate crimes in the cities of Davenport and Bettendorf with the exception of cases assigned by the County Attorney's Office to the deputy assigned to the VAWA grant. In the future the sheriff's office will enforce laws in the entire county.

The consolidation of the dispatch center and the CAD/RMS has made countywide patrol coverage both possible and necessary. In the mobile version of the program all calls for service are viewed on the screen countywide so those on patrol are able to see calls waiting in their patrol unit on their mobile screen.

REQUEST FOR PROPOSALS/SERVICES

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

1. Operational needs with consideration of changes to operating model and

-
- proposed timeline.
2. Staffing needs of patrol.
 3. Staffing needs of investigations
 4. Staffing needs of job duties currently performed by bailiffs.
 5. Proposed number of patrol areas and their geographical boundaries.
 6. Staffing needs for a computer forensics expert.
 7. Evaluation of current and possible future law enforcement contract work and grants.
 8. Any additional items that are discovered as part of the study.

SCOPE OF SERVICES DESIRED

Scott County is seeking proposals from qualified consultants or consulting firms to conduct an assessment of the sheriff's office operations division. Specifically, the study should examine and assess current civilian and uniform staffing needs, performance opportunities, and opportunities for future efficiencies considering changes to the sheriff's office operating model. The assessment should include consideration of the sheriff's office integration with other law enforcement agencies in the county and the Scott Emergency Communication Center (SECC). The assessment sought should have a view towards objective performance and operational data, along with national, state, and local best practices to evaluate productivity and recommended measures to improve public safety services and operational efficiency. Such efficiencies could be related to geographical considerations, work-load management, personnel assignment, civilianization of job assignments, or moving job duties to sworn positions.

The proposal should include the cost of services to study:

1. The consultant will identify any data required to also include both internal and external interviews. 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. This study should examine county population, growth trends, crime trends, changes in laws, practices within the operations division and other factors that have or will affect the need for additional staffing and additional criminal patrol.
3. The consultant should develop a forecast of staff, and supervision needs considering command/control and span of control.

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4. The consultant will provide a suggested timeline for implementation of and staffing changes recommended.
 5. The consultant should describe what impact the proposals will have on the crime rate and safety of the community.
 6. The consultant should analyze performance metrics including but not limited to: response times, call types, call volume, staff time, workload, proactivity targets, criminal patrol, and time assisting other agencies with consideration of the changes to the operating model.
 7. Identify any functions not being fulfilled based on national, state, and local best practices and benchmarking to other similar counties.
 8. Proposed timeline for conclusion.

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

TIMELINE

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|---|--|
| RFP ISSUED: | June 13th, 2019 |
| DEADLINE FOR QUESTIONS SUBMISSION: | June 27th, 2019 |
| RESPONSES TO QUESTIONS RELEASED: | On or Before July 8th, 2019 |
| PROPOSAL RESPONSES DUE: | July 11th, 2019 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 on or before **August 8th, 2019.**

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 assessments. 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 July 11th, 2019 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., July 11th, 2019**.

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:

Purchasing
Scott County, Iowa
600 W. 4th Street
Davenport, IA 52801
purchasing@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, or submitted thru the question/answer section of the request in Public Purchase.

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 June 27th, 2019.
Question responses will be posted by 4:00 pm on July 8th, 2019.

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 will not be considered. Incomplete proposals that do not fully address this RFP will be considered non-responsive and will 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.

INSURANCE REQUIREMENTS

Before any work can be done for Scott County, you are required to comply with Scott County Policy as follows.

SCOTT COUNTY INSURANCE REQUIREMENTS:

The Contractor shall have in force during the period of this contract, insurance as listed below:

- A. Bodily Injury and Property Damage Insurance: The CONTRACTOR shall take out and maintain during this contract, bodily injury and property damage liability insurance under a comprehensive general form and automobile injury and property damage insurance under a comprehensive general form.

The required limits of this insurance shall not be less than:

General Liability:

| | |
|--|-------------|
| Personal Injury - each person | \$1,000,000 |
| Personal Injury - each occurrence | \$1,000,000 |
| Personal Injury - Aggregate | \$1,000,000 |
| Personal Damage - each occurrence including Broadform Liability Extension | \$1,000,000 |

Automobile Liability - Owner, Non-Owned and Hired
Vehicles:

| | |
|-----------------------------------|-------------|
| Personal Injury - each person | \$1,000,000 |
| Personal Injury - each occurrence | \$1,000,000 |
| Personal Damage - each occurrence | \$1,000,000 |

The above insurance shall cover the contractor's employees, the public and Scott County employees while in the buildings and on the grounds of Scott County.

- B. Certificates of Insurance: The CONTRACTOR shall deliver to **Purchasing , 600 West 4th St., Davenport, IA 52801**, certificates of insurance covering all above insurance in duplicate **before starting project**. Such certificates shall provide ten days prior notice by registered mail of any material change in or cancellation of this insurance.
- C. Contractual Liability Insurance: The CONTRACTOR shall take out and maintain during this contract, liability insurance.
- D. Products and completed Operations Liability Insurance: The CONTRACTOR shall also take out Products and Completed Operations Liability Insurance of limits not less than any of the above limits specified in these qualifications.
- E. Workmen's Compensation and Employer's Liability:
 - (1) The CONTRACTOR shall maintain during this contract, the statutory workmen's compensation and employer's liability insurance for all his employees to be engaged in the maintenance work under the contract.
 - (2) The amount of Employer's Liability Insurance shall not be less than One Million (\$1,000,000).

INDEMNIFICATION

- A. To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the WORK, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or

omission of the CONTRACTOR and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.

- B. In any and all claims against the Owner or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.
- C. Scott County reserves the right to reject any or all bids or proposals submitted without cause. Further, Scott County reserves the right to re-bid or re-solicit for proposals for this project at any time in the future. By submitting a proposal or bid each CONTRACTOR acknowledges these rights and authorizes Scott County to exercise them should the situation warrant.

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.

PROPOSAL INFORMATION IS PUBLIC

All documents submitted with any proposal or proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the County of Scott County in connection

with a proposal or proposal, the submitting party recognized this and waives any claim against the County of Scott County and any of its officers and employees relating to the release of any document or information submitted.

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.