

**Madison County Government
Request for Qualifications**

**Architectural Planning and Design Services
Madison County Jail Project**

Office of the Madison County Mayor
Attn: Bill Vinson, Purchasing Manager
1981 Hollywood Drive Suite 100
Jackson, Tennessee 38305

January 25, 2016

Madison County Government
Request for Qualifications

**Architectural Planning and Design Services
Madison County Jail Project**

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**Madison County Government
Request for Qualifications**

Proposals Due By: March 17, 2016

INTRODUCTION

Madison County Government is requesting qualifications of licensed architectural and/or engineering firms to provide specified professional services in connection with the Madison County Jail located at 515 South Liberty.

Submission of qualifications must be clearly marked on the front of the SEALED qualifications package:

“MADISON COUNTY JAIL ARCHITECTURAL PLANNING AND DESIGN SERVICES”

Sealed Qualifications must be delivered to the Madison County Finance Office, c/o Bill Vinson, 1981 Hollywood Drive, Jackson, TN 38305 via the following methods:

- U.S. Postal Service
- Private Carrier Service, (i.e., FedEx, UPS)
- In Person

Sealed Qualifications must be received in the Madison County Finance Office by 11:00am EST on March 17, 2016. Late proposals will not be considered.

The Request for Qualifications (RFQ) must be submitted as follows:

- (1) original, unbound document signed
- (1) original, bound hard copy signed
- (1) exact copy of the original document submitted via electronic media (i.e., compact disk, flash drive). The electronic media copy must be saved as one complete document in Adobe PDF format.

Please review the following documents carefully. Proposers will have an opportunity to submit questions regarding this Request for Qualifications. Questions must be submitted via email to trudder@mcsso-tn.org no later than March 1, 2016 at 4:00 pm EST. Responses to the questions will be posted to the Madison County Sheriff's Office webpage at mcsso-tn.org, RFQ Inquiries, by March 8, 2016 at 4:00 pm EST.

Each page included in this Request for Qualifications must be completed in its entirety. The Proposer shall initial the completion of each page in the space provided.

Exhibit A of this RFQ provides a “Company Disclosure”. This Disclosure must be completed, signed and submitted with the proposal.

**Madison County Government
Request for Qualifications**

Proposals Due By: March 17, 2016 at 4:00 p.m. EST

COMPANY INFORMATION

Company Name:	
Contact Person:	
Contact Person Title:	
Federal Tax ID #:	
Street Address:	
Street Address:	
City, State, Zip	
Telephone Number:	
Fax Number:	
Email of Contact Person:	
Authorized Signature	
Date of Signature:	

GENERAL INSTRUCTIONS

1. All qualification proposals shall be submitted sealed, plainly marked "MADISON COUNTY JAIL ARCHITECTURAL PLANNING AND DESIGN SERVICES" to the Madison County Finance Office at the following:

Madison County Finance Office
C/o Bill Vinson
1981 Hollywood Drive Suite 100
Jackson, Tennessee 38305

2. Prospective proposers will have an opportunity to submit questions regarding this Request for Qualifications. Questions must be submitted via email to trudder@mcsotn.org no later than February 23, 2016 at 4:00pm EST. Responses to the questions will be posted to the Madison County Sheriff's Office webpage at mcsotn.org, RFQ Inquiries Section, by 4:00pm EST.
3. Qualification proposals and amendments thereto, if received by the Madison County Finance Office after the date and time specified for opening, will not be considered. It will be the responsibility of the Proposer to see that the Proposer's qualification proposal is received by the Madison County Finance Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal proposals will not be accepted. Prices or changes shown on the outside of an envelope or package will not be acceptable.
4. Madison County reserves the right to: award by item, groups of items, or total proposal; to reject any and/or all proposals in whole or in part, and to waive any informality if it is determined to be in the best interest of Madison County.
5. All qualification proposals must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
6. Direct contact with Madison County Departments other than authorized Madison County representatives on the subject of this RFQ are expressly forbidden except with the foreknowledge and permission of Captain Tom Rudder.
7. Non-Discrimination - During the performance of this contract, the contractor agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race religion, color, sex, national origin, age disability or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. During the performance of this contract, the contractor agrees to provide a drug free workplace.

GENERAL INSTRUCTIONS, continued

8. Proposers have the right to request withdrawal of their proposals from consideration due to error by giving notice not later than forty-eight (48) hours after qualification proposals are publically opened.
9. The original, unbound proposal, which has been signed, shall be considered the official copy of the RFQ by Madison County.
10. In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective proposers. The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their proposal.
11. One (1) original, unbound hard copy, one (1) bound hard copy and one (1) electronic version (formatted according to previously mentioned standards) are due no later than the date indicated as the closing date of this RFQ.
12. A tour of the Madison County Criminal Justice Center, Penal Farm, and Jail Annex for all proposers who wish to see the facilities is scheduled for February 9, 2016 at 10:00am EST. No substitutions or makeup visits will be scheduled.
13. A digital copy of the floor plan of the Madison County facilities will be provided for proposers who request it. Please make your request no later than February 23, 2016 at 4:00pm EST to Captain Tom Rudder at trudder@mcsso-tn.org.
14. The firm shall provide proof of and maintain the following insurance:

General Liability
Automobile Liability
Workers' Compensation
Professional Liability

15. Madison County reserves the right to award or reject any submittal that is considered to be in the best interest of the county, and Madison County reserves the right not to award this project to any submitter.

TIMELINE AND IMPORTANT DATES (subject to change)

<u>Event</u>	<u>Date</u>	<u>Time</u> (if applicable)
Release RFQ	January 25, 2016	
Tour of CJC, Penal Farm, and Jail Annex	February 9, 2016	10:00am EST
Deadline to Request Floor Plans	February 23, 2016	By 4:00pm EST
RFQ Question Deadline	March 1, 2016	By 4:00pm EST
Posting of Responses to RFQ Questions	March 8, 2016	By 4:00pm EST
Deadline for RFQ to be submitted to Madison County Finance Office	March 17, 2016	11:00am EST
CCP Committee evaluates RFQ's.	By March 28, 2016	
Proposers notified of interview date/time.	By April 1, 2016	
Interviews of proposers	By April 15, 2016	
Recommendation to Madison County Legislative Body Finance Committee	May 3, 2016	
Award by Madison County Legislative Body	May 16, 2016	
Contract Start Date	July 1, 2016	

SPECIFICATION COMPLIANCE

Proposers shall note in the space provided below any exceptions or deviations in any way from the minimum standards of any section of this RFQ. Qualification proposals should provide complete detail of exceptions or deviations.

Proposal Exceptions

<u>Item</u>	<u>Description of Exception</u>

By signing below, proposer acknowledges any submittal to be in full compliance with all aspects of each section of this RFQ not noted above. The undersigned hereby declares that no person or party other than the undersigned has any interest whatsoever in this proposal, that it is without any connection or collusion with any person or persons making or having made any proposal for the same work and without any previous understanding with such person or persons as to relative prices, obviating competition, and that it is made in good faith.

Company

Representative Name/Title

Signature

**Madison County Government
Request for Qualifications**

Proposals Due By: March 17, 2016

PROJECT OVERVIEW

Madison County Government is soliciting Requests for Qualifications from licensed Architectural and/or Engineering firms for professional services necessary to plan and design a jail facility for Madison County, Tennessee. The proposed project and required services are explained herein.

Project Overview:

1. Madison County is located in West Tennessee. The cities/towns of (Jackson, Medon, and Three Way) are located within Madison County. According to the 2010 U.S. Census, 98,294 citizens reside within the county.
2. The Criminal Justice Center was constructed in 1998. The Annex was built in 1939 and renovated in 2001. The original A building at the Penal Farm was built in 1930 and closed in 2015. B Building was opened in 1989.
3. The current bed space capacity is:
 - a. Criminal Justice Center – 203 male and 100 female beds.
 - b. Jail Annex – 64 male beds.
 - c. Penal Farm – 80 male beds.
4. We are currently operating under a Plan of Action with Tennessee Corrections Institute due to failing State Inspection in 2014.
5. There are four courts located at the Criminal Justice Center. These courts sit on top of the jail.
6. Madison County currently has three jail facilities (CJC, Jail Annex, and Penal Farm). Madison County has determined that operating three separate jail facilities is inefficient and no longer feasible. Madison County has purchased 4.5 acres land adjacent to the Criminal Justice Center with a vision of consolidating all jail operations on the CJC site. Current physical plant and operational challenges at the CJC include:
 - a. Current insufficient bed space to support consolidating all three facilities on the CJC site without renovation/expansion.
 - b. A minimal inmate classification system and inadequate (type and numbers) of beds support inmate classification categories.
 - c. Poor lines of site into current housing areas coupled with an inadequate staff coverage plan offers minimal staff supervision of offenders.

- d. Booking holding cells and isolation cells spread out among three housing pods are used for housing of special needs (medical, mental health, suicidal) inmates. The location of these areas creates staff challenges to provide frequent supervision and interaction with this high risk population.
 - e. The medical area is small and insufficient to support the existing population at the CJC. There is no infirmary.
 - f. Upon booking into the facility offenders are moved directly into housing pods based on an informal inmate classification system. There is no centralized location for interviewing offenders (classification, PREA screening, mental health assessments, security threat group interviews, etc.) or area for a formal inmate orientation program.
 - g. The booking area is inefficient in design. Challenges include poor lines of site throughout the area, insufficient property storage, wasted space, poor security at the booking counter.
 - h. The vehicle sally port supports the parking of five vehicles “creatively parked” which is insufficient to meet the workload.
 - i. The food service area is small. Food equipment, dry storage, and refrigeration units are currently at capacity.
 - j. The current laundry consists of two industrial washers and dryers. They are currently at operational capacity.
 - k. There is one program area that is used for video arraignment. The space provides for limited programming opportunities.
 - l. Each of the housing pods has an outdoor recreation area. Due to an insufficient staff coverage plan and no lines of site into these areas, outside inmate recreation is limited.
 - m. Maintenance challenges include:
 - i. Deterioration of walls in housing pods due to walls not being properly sealed during initial construction.
 - ii. The building has cast iron piping throughout that is in constant need of repair.
 - iii. The hot water piping has pin-hole leaks throughout the building.
 - iv. There is no maintenance storage area and no maintenance work area.
 - v. Electrical piping (conduit) was not properly cut when installed. There is long term wear on wires where the bare wires are becoming exposed.
 - vi. The design of the springs for the vehicle sally port doors is not sufficient to handle the volume of work load.
 - vii. There are drain problems throughout the building.
 - viii. The facility is not ADA compliant.
 - ix. Ceilings in housing areas have multiple breaches in them.
 - x. There are no communication devices between inmate housing areas and pod control centers.
7. The Madison County Sheriff’s Office is located at 546 East College Street in Jackson, TN and is approximately three miles from the Criminal Justice Center. It is a three story building that was originally a female dormitory for Union University. The department has out grown the spaces available in this building. The HVAC system is outdated and is in constant need of repair. Because of this problem there has

been a problem with ventilation and humidity issues. It is not cost efficient to try to maintain this building. There is no more available space at the Criminal Justice Center to accommodate the department moving into that facility.

8. Several assessments have been conducted of the current jail facilities. All of these studies are available by contacting Captain Tom Rudder at trudder@mcsso-tn.org. The assessments included:
 - a. October 27, 2014. Jail Staffing analysis performed by the University of Tennessee, County Technical Assistance Service.
 - b. February 22, 2015. Madison County CJC, Penal Farm, and Jail Annex Needs Evaluation performed by the University of Tennessee, County Technical Assistance Service.
 - c. February 25, 2014. Jail System Analysis conducted by the National Institute of Corrections.
 - d. Consultants hired by the National Institute of Corrections completed a Local Jail and Justice System Assessment in December 2015 after a team from Madison County attended the Planning of a New Institution (PONI) program at the NIC training academy in August 2015.
 - e. December 8, 2015. Jail Feasibility Review conducted by the University of Tennessee, County Technical Assistance Service.

9. Madison County has a vision for the future of confinement operations including:
 - a. Consolidating all confinement and Sheriff's Office operations on a single site.
 - b. Exploring the costs and benefits of operating any expansion employing the principles of direct supervision.
 - c. Having the right type and numbers of bed to support an objective inmate classification program through renovation and/or expansion of the current CJC.
 - d. Renovation of the existing CJC physical plant that addresses:
 - i. An expanded medical area and infirmary/special needs housing.
 - ii. An orientation/newly admitted inmate's screening and classification housing.
 - iii. More efficient booking and release area.
 - iv. Sufficient property storage.
 - v. Address food service, laundry, and maintenance challenges.
 - vi. Enhanced lines of site.
 - e. Sufficient programming space to support the County's vision to implement more formal inmate programs and reentry services.

SCOPE OF SERVICES/DESCRIPTION OF THE PROJECT

The scope of the project is in three phases.

Phase One – Functional and Space Program Development

The planning/design firm will use the data collected by Madison County and input from various County leaders to begin pre-architectural program development, functional and space programming. This phase should produce a document that summarizes the functions that will take place in the building(s), where the functions will take place, the amount of space needed and an estimated budget to build, equipment needed, and staff the space estimated to meet the County's need for the next 25-30 years.

Madison County is looking for creative solutions to address the consolidation of three confinement operations on a single site that will address the challenges identified in this Request for Qualifications.

Phase Two – Site selection.

The planning/design firm will evaluate the current justice center to determine the feasibility of renovation and/or expansion that will meet the needs identified in the Phase One document.

Phase Three – Design, Bid and Construction Oversight

Upon completion of Phases One and Two, Phase Three of the project will involve the planning/design firm preparing schematic design documents for the County to approve followed by construction drawings from which the project will be bid. The planning/design firm will coordinate the bidding of the project and the award of the construction contract. If funded, the planning/design firm will assist the County with overseeing the construction of the facility.

STATEMENT OF QUALIFICATIONS

Please provide in your proposal a maximum of thirty (30) pages to include the following information. For ease of review, submit your qualifications in the following form and order:

1. Firm name, address, contact information and name of project team leader.
2. Brief history of the firm to include current size of staff, years in business and the organizational chart of the team assigned to our project. Submit resumes of key individuals who will be assigned to our project.
3. Describe your approach to the planning/design process.
4. Describe any unique qualifications or work methodology.
5. List the name of the firm and key individuals that will supply the following functions with a brief description of their qualifications:
 - a. Architectural design/program and space planning
 - b. Correction Planners
 - c. Criminal Justice/Court System Planners
 - d. Civil Engineer
 - e. Structural Engineer
 - f. Mechanical/Electrical/Plumbing/Fire Protection Engineer
 - g. Security Systems Designer
 - h. Information Technology Consultant
 - i. Interior Design
 - j. Food Service Designer
 - k. Medical Services Planner
 - l. LEED Certification

If you utilize a consultant that is NOT a full-time employee of your firm, please indicate so. Please also indicate if you will be teaming with other firms to complete this work.

6. List all previous related experience within the previous 5-10 years including:
 - a. Jails
 - b. Criminal Justice Complexes
 - c. Courts
 - d. Sheriff Offices or Government Office Space
7. For each project listed include:
 - a. Completion Date
 - b. Name and location of project
 - c. Client Contact (name, phone, and email)
 - d. Size (square foot), divided by function i.e. corrections, courts, offices
 - e. Owner's Initial Budget
 - f. Total project cost with number of change orders and cost of change orders
 - g. Actual cost per square foot excluding Site Costs and Professional Fees
 - h. Total fee earned for project

- i. Scheduled completion date compared to actual completion date
 - j. List Cost Estimate, Bid Amount and Difference. List any Changes in scope if appropriate and if this change in scope resulted in an increase in your fee.
 - k. Photos of project
 - l. Floor plan drawing
8. Discuss specific examples of other jail projects as it relates to costs and benefits for LEED certification for a county.
9. Discuss specific examples of other jail projects that have addressed challenges with housing of special needs inmate population, increased programming opportunities, booking, food service and support functions.
10. Discuss Proposer's familiarity with Tennessee's Minimum Standards for Local Correctional Facilities as well as nationally recognized standards and best practices.
11. Discuss specific examples of other jail projects that the Proposer has addressed physical plant issues as it relates to compliance with the Prison Rape Elimination Act Standards.
12. Discuss how the Proposer can assist the county in transition planning.
13. Provide examples of jail projects that the proposer has addressed the agency's goal of operating the housing areas employing the principles of direct supervision.
14. Proposer must hold and/or acquire all necessary licenses to conduct business in the State of Tennessee. Proposer must state if the principal or Project Architect has ever had his/her license suspended to practice architecture in Tennessee.
15. Proposer must be willing to provide a Certificate of Insurance with Madison County named as additional insured.
16. A signed and notarized copy of the Conflict of Interest Statement must be submitted with your proposal.
17. You may include an appendix at the end of your submittal and include a maximum of thirty (30) additional pages of information you wish to add for the County's review. This would be information not included in the above-mentioned thirty (30) pages.

COMMUNICATION WITH MADISON COUNTY DURING QUALIFICATION PROCESS

All sealed qualification proposals shall be in writing and submitted to:

Madison County Finance Office
C/o Bill Vinson
1981 Hollywood Drive Suite 100
Jackson, TN 38305

Scope of services, specifications and requirements for this project may be reviewed at: mcso-tn.org or by contacting Captain Tom Rudder at trudder@mcso-tn.org.

All proposer communications concerning this program should be directed in writing to the above named person and address. **Communication with any Madison County official other than the above named person will result in the Proposer's proposal to be rejected.**

SELECTION CRITERIA

<u>Item</u>	<u>Point Value</u>
Statement of Qualifications <ul style="list-style-type: none"> • Senior Architect Experience • Criminal Justice Specialist/Consultant Experience 	10 points maximum
Company Background <ul style="list-style-type: none"> • Demonstrate the team (including subcontractors) qualifications and experience relating to the requested services. 	20 points maximum
List of Completed Projects <ul style="list-style-type: none"> • A summary of the firms' relevant experience and level of responsibility for the last five to ten (5-10) years for projects in terms of facility type, size and dollar cost. • Projects finished within specified time frame and budget. If not completed within specified time frame and budget, reasons why should be listed. 	20 points maximum
Project Approach Proposal <ul style="list-style-type: none"> • An organizational chart is submitted for the firm and key members of this Project Team, including sub-consultants and any specialty sub-consultants proposed. Indicate which positions may be filled by the proposing firm and which positions may be filled by sub-consultant staff. 	20 points maximum
Project Organization/Staffing <ul style="list-style-type: none"> • Description of the firm's experience and involvement with how other relevant projects have been organized in the areas of site selection, functional and space program development, design, project bidding and construction oversight. Description of how communication and coordination with County staff will be maintained. Description of communication procedures that will be used to maintain good coordination with County's Project Team and the community. 	20 points maximum
Presentation <ul style="list-style-type: none"> • Qualified proposers will be invited to make formal presentations to the selection team. Scoring will be based on presentation and information provided to the team. 	10 points maximum
TOTAL Points Available	100

PROPOSAL AWARD

Qualification proposals will be received until March 17, 2016 at 11:00am EST. The proposals will then be given to a Screening Committee consisting of members of the county legislative body and Sheriff's Office. This committee will evaluate the proposals and determine the top proposals. These top companies will be asked to present their qualification proposal to the Madison County Legislative Body County Corrections Partnership Committee. The Committee will select from this group the Company that will be recommended to the full Madison County Commission for consideration of the contract. The Madison County Mayor will negotiate with the recommended firm its proposed fee for each phase of the project. If the County is not able to reach an acceptable agreement, it will stop negotiations with the first firm and begin negotiations with the second ranked firm, and so on, until the County is able to reach an acceptable agreement.

EXHIBIT A - COMPANY AFFIDAVIT

The affiant states with respect to this Proposal to _____ County, Tennessee:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the RFP and this proposal, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this proposal, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the proposal process.

I further recognize that _____ County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

Signature _____ Date _____
Name _____ Phone _____
Title _____
Firm Name _____
Type of business organization (corporation, LLC, partnership, proprietorship)
Address _____
City, State, Zip _____