



REQUEST FOR PROPOSAL

Comprehensive Facility Assessment and Feasibility Study

Release Date

October 7, 2019

Proposal Due Date

4:30 p.m., December 2, 2019

Rice County Sheriff's Office

ATTN: Troy Dunn, Sheriff

Rice Sheriff's Office

118 3rd Street NW

Faribault, MN 55021

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1. Introduction

Rice County, Minnesota (referred to as County) invites written proposals for developing a Comprehensive Facility Assessment and Feasibility Study for the Rice County Sheriff's Office and Main Jail (collectively referred to as the Law Enforcement Center), located at 118 NW 3rd Street, Faribault, MN 55021.

The purpose of this Comprehensive Facility Assessment and Feasibility Study (referred to herein as the Study) is to determine the effectiveness and efficiency of the current Law Enforcement Center and to evaluate options to expedite, economize and modernize Law Enforcement Operations and functions within Rice County.

The current Law Enforcement Center is over 45 years old, with a Main Jail certified to operate as a Class III 24 –hour facility and a capacity of 36 inmates. The County seeks to evaluate options and feasibility that include expanding our programming and recreational space, providing additional appropriate specialized detention or evaluation facilities, while still incorporating our Patrol, Administration, Investigations and Records divisions.

Rice County, Minnesota seeks sealed proposals from qualified criminal justice consulting firms which possess knowledge, skills, and experience in pre-architectural jail planning to conduct a comprehensive jail needs assessment study, as well as staffing facility's needs. The firm should provide pre-architectural consulting services, as well as work flow direction. The purpose of this study is to develop a plan that will establish current and future capacity requirements and operational costs associated with several options. Cost associated with replacement of the current facility, initial estimate of the cost of construction should be provided, as well as other options. Costs that should be explored are remodeling and/or additions to the current jail facility, as well as other site options.

To meet the rising need for jail bed space, and capacity to handle the increased volume in the Criminal Justice System, some measures already have been enacted to reduce the jail population. These include expanded use of electronic monitoring, Treatment Court, Sentence to Serve and Huber. Any change in inmate flow must be addressed by additional programs, more space, or significant change in practices.

Rice County will form a Jail Project Committee (referred to herein as the JPC) based on needs for the jail project. The committee will evaluate firms from material submitted in response to this Request for Proposals. All interested firms must complete a full proposal based on the scope of services specified herein. Based on a review of submitted proposals, the committee may interview selected firms prior to making a final decision. The committee reserves the right to modify the selection process based on information provided in the RFP submittals.

2. Background.

2.1. Rice County, Minnesota Background

Rice County, Minnesota, is located in southern Minnesota on Interstate 35 about 50 miles south of Minneapolis and St. Paul. Faribault is the county seat with the towns of Northfield, Dundas, Lonsdale, Morristown and Nerstrand within its borders. Rice County is also the home of three colleges: St. Olaf; Carleton College; and South Central Colleges. Big Woods State Park is also located in Rice County. Rice County has a population of 66,523 full-time residents, and a total area of 516 square miles.

2.2 The Rice County Main Jail

The Rice County Sheriff's Office operates two County jail facilities, a 36-bed main jail facility that includes a mixture of minimum, medium, maximum and special housing units along with dorm style female facility. In 2011, Rice County moved the Minimum Security Jail Annex Facility to a vacated Army Reserve site along Hwy 60 in Faribault about 1 mile from the Main Jail facility. This Annex can currently hold 37 minimum security inmates. In 2018, Rice County had 1,574 bookings with an average daily population of 50. In 2019, the Rice County Jail is projecting 1,526 bookings with an average daily population of 52. Currently the Rice County Jail use Steele County Jail, Le Sueur County Jail, and Goodhue County Jail for boarding its overflow inmates.

The Main Jail occupies about 2/3 of the upper floor of the Law Enforcement Center, built in 1972, and is located one block east of the Rice County Courthouse. Many physical deficiencies have been identified in the jail. The jail significantly lacks programming and recreational space. This jail is also on old-style linear jail facility. Maintaining Rice County Jail's Class III Adult Detention Facility is a must, as transport costs could reach roughly 1 million dollars annually. Expansion or reconstruction would create the capacity for additional beds, including a holding/detox cell, property storage, programming space, exercise area, ITV visiting area, canteen storage, nursing services, food preparation area, and additional space control room space for jail staff.

3. RFP Process Timeline

RFP Issued:	October 7, 2019
Deadline for Submission of Questions:	November 8, 2019
Responses to Questions Due:	November 18, 2019
RFP Proposals Due:	December 2, 2019
Jail Project Subcommittee Review of Proposals:	December 9, 2019
Top-Ranked Firm Selection and Notification:	January 6, 2020
Award of Contract pending County Board Approval:	January 17, 2020

4. Instructions to Proposers

4.1 General Rules

This Request for Proposals ("RFP") is an invitation for Proposers to submit a proposal to the County. It is not to be construed as an official and customary request for bids, but as a means by which the County can facilitate the acquisition of information related to the purchase of services. Any proposal submitted as provided herein constitutes a suggestion to negotiate and NOT A BID.

4.2 Proposal Submission

Proposals shall be submitted no later than 4:30 p.m. on December 2, 2019, in a sealed main envelope and marked "Comprehensive Facility Assessment and Feasibility Study for the Rice County Sheriff's Office and Main Jail." The main envelope must also be marked with the Proposer's name and contact information, and clearly addressed and marked as described.

When submitting proposals pursuant to the Scope of Services, the Proposer, when responding to both Attachment 2 and 3, shall separate each proposal for each Attachment into individual "sub-envelopes." Both individual "sub-envelopes" shall be included into one main envelope pursuant to this Section. Each individual "sub-envelope" within the main envelope shall be clearly identified as "ATTACHMENT 2 PROPOSAL" and "ATTACHMENT 3 PROPOSAL." Each "sub-envelope" within the main envelope shall also be marked with the Proposer's name and contact information.

The proposals should be delivered to:

Troy Dunn, Sheriff
Rice County Sheriff's Office
118 3rd Street NW
Faribault, MN 55021

The County will date-stamp and number each proposal, acknowledging receipt of each addendum included, if any were issued. Proposals will be treated as confidential during the RFP process in accordance with Minn. Stat. §13.591, subd. 3 (b), of the Minnesota Government Data Practices Act.

Four (4) paper copies and one (1) electronic copy of the proposal, response to Attachments, and all forms on a USB "jump drive" (or suitable alternative electronic format) must be placed inside of the sealed envelope. The proposal file must be formatted in Microsoft Word.

Failure to submit a proposal on time may be grounds for rejection of the proposal; however, the County reserves the right, in its sole and absolute discretion, to accept proposals after the time and date specified. The County is not responsible for delays caused by the U.S. Postal Service or any other carrier or delivery service.

4.3 Inquiries and Communication Restrictions

Proposers may not have communications, verbal or otherwise, concerning this RFP with any personnel or boards from Rice County or relevant consultant(s), other than the persons listed in this section. This restriction may be suspended or removed by the authority and direction of the persons listed above. If any Proposer attempts or completes any unauthorized communication, Rice County may, in its sole and absolute discretion, reject the Proposer's proposal.

Questions, requests for clarification, notices of discrepancies or omissions in the RFP or its attachment, or requests for information about this RFP or the process may be submitted by email to the designated RFP Administrator by 4:30 p.m., November 8, 2019 at:

Troy Dunn, Rice County Sheriff
E-mail: tdunn@co.rice.mn.us

The person submitting the request is responsible for its on-time delivery. Any question asked, the County's responses to all questions and requests for more information will be summarized in writing and forwarded to all known potential Proposers by mail or electronically by 4:30 p.m., November 18, 2019.

4.4 Addenda

The County reserves the right to modify the RFP at any time prior to the proposal due date. If the RFP is modified, addenda to the RFP will be provided to all Proposers known to have received a copy of the RFP. It is the responsibility of each prospective Proposer to assure receipt of all addenda.

The County will modify the RFP only by formal written addenda. Proposer's proposal should be based on the specifications herein and any formal written addenda from the County, not oral or other interpretations or clarifications, including those occurring at pre- Proposal meetings, site visits, etc.

4.5 County's Right to Withdraw, Cancel, Suspend and/or Modify RFP

The County reserves the right to withdraw, cancel, suspend, and/or modify this RFP for any reason and at any time with no liability to any prospective Proposer for any costs or expenses incurred in connection with the RFP or otherwise.

4.6 Proposer's Right to Withdraw or Modify Proposal

A proposal may be withdrawn on written request of the Proposer prior to the proposal due date. Prior to the proposal due date, changes may be made, provided the change is submitted in writing and signed by an officer or authorized representative of the Proposer. No modification, unless in writing, will be accepted.

4.7 Proposals Will Not Be Returned

Upon submission, proposals become the property of the County and will not be returned.

4.8 Public Disclosure of Proposal Documents

Under Minnesota law, proposals are private and nonpublic until the proposals are opened on the proposal due date. Once the proposals are opened, the name of the Proposer becomes public. All other data in the proposal is private or nonpublic data until completion of the evaluation process. The evaluation process is completed when the County enters into a contract with a Proposer. At that time, all remaining data submitted by all Proposers is public with the exception of data exempted under Minn. Stat. Section 13.37 of the Minnesota Government Data Practices Act. If the Proposer believes non-public data is included in its proposal, Proposer shall clearly identify the data and cite the Minnesota Government Data Practices Act exemption(s).

However, the Proposer agrees, as a condition of submitting a proposal, the County will not be liable or accountable for any loss or damage which may result from a breach of confidentiality, as may be related to the proposal. Pricing, fees, and costs are public data.

The Proposer agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision.

4.9 Proposer's Costs

The County shall not be responsible for any costs incurred by Proposer in connection with this RFP. Proposer shall bear all costs associated with proposal preparation, submission, and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.

4.10 Collusion

If the County determines that collusion has occurred among Proposers, none of the Proposals of the participants in such collusion shall be considered. The County's determination shall be final.

4.11 Conflict of Interest

The Proposer affirms that, to the best of its knowledge, its proposal does not present a conflict of interest with any party or entity, which may be affected by the terms of a contract resulting from this RFP. The Proposer agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the County of the conflict or potential conflict, and will advise the County whether it will or will not resign from the other engagement or representation. Further, the County may make reasonable efforts to avoid, mitigate, or neutralize an organizational conflict of interest by a Proposer in all competitive procurements. To avoid an organizational conflict of interest by a Proposer, the County may utilize methods including disqualifying a Proposer from eligibility for a contract award or canceling the contract if the conflict is discovered after a contract has been issued. To mitigate or neutralize an organizational conflict of interest by a Proposer, the County may use methods such as revising the scope of work to be conducted, allowing Proposers to propose the exclusion of task areas that create a conflict, or providing information to all Proposers to assure that all facts are known to all Proposers. The County may, at its sole and absolute discretion, waive any conflict of interest.

5. Scope of Services (Attachments 2 and 3)

Proposers should present their submissions in response to two Attachments consistent with the Format and Content requirements within Attachment 1. Depending upon the responses received, the County may elect to pursue one, or both services described within Attachments 2 and 3.

6. Evaluation and Selection

6.1 Proposal Evaluation and Recommendation for Selection

The RFP does not commit the County to award a contract. Submission of a proposal as provided herein shall neither obligate nor entitle a Proposer to enter into a contract with the County. The County, reserves the following rights, to be exercised in the County's sole and absolute discretion: 1) to determine whether any aspect of a proposal satisfactorily meets the criteria established in this RFP; 2) to seek clarification or additional information from any Proposer(s); 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any Proposer(s) or contractor(s) that did not submit a proposal; 4) to reject any or all proposals with or without cause; 5) to waive any irregularities or informalities in a proposal; 6) to cancel and/or amend by addenda this RFP, in part or entirely; and 6) to award multiple contracts to Proposers and/or contractors that did not submit a proposal.

Evaluation of proposals by the JPC, evaluation panel, County staff, a technical advisory committee, or by another group, individual or entity is advisory only. The County Board or its designee may consider or reject such evaluation(s) for any or all proposals. Such evaluations are for the sole benefit of the County Board or its designee, and as such, they are not binding upon the County, nor may they be relied upon in any way by a Proposer.

6.2 Evaluation of Responsiveness

The County will consider all the material submitted by the Proposer to determine whether the Proposer's offer is in compliance with the terms and conditions set forth in this RFP. Responses that do not comply with the provisions in this RFP may be considered nonresponsive and may be rejected.

6.3 Evaluation Panel and Evaluation Criteria

Final award of a consulting contract will be made on a best value concept which means that the County will consider the entire proposal for, but not limited to proposal completeness, ability to meet requested service needs, experience in providing such services and the proposed cost of such services.

After review of each responsive proposal, the County may immediately award a contract to a successful Proposer based on the evaluation criteria, or it may establish a short list of Proposers for further consideration. The short list of Proposers may be asked to provide additional information and/or attend an in-person or telephone interview and/or demonstration, as determined by the County in its sole discretion.

Evaluation factors shall include, but are not limited to, the following:

- 45 percent for Methodology
- 40 percent for Qualifications, and
- 15 percent for Costs

6.4 Execution of Contract

Before a contract becomes effective between the County and any Proposer, the contract award must be ratified and signed by the County Board or its designee. If for any reason the County Board or its designee does not ratify and sign the contract then there are no binding obligations whatsoever between the County and the Proposer relative to the proposed contract.

7. Terms and Conditions

7.1 County may Terminate

The County, acting through the JPC, may, at its sole discretion, terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the committee. Final selection will be based on the proposal which best meets the requirements set forth in the RFP.

7.2 Irrevocable Offer

Any proposal may be withdrawn up until the date and time set above for the proposal due date. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the committee, whichever occurs first.

7.3 Requirements of Agreements

Any agreement or contract resulting from the acceptance of a proposal should contain, at a minimum, all applicable provisions of the RFP. The County reserves the right to reject any agreement that does not conform to the RFP and any County requirements for agreements and contracts.

7.4. Notice to Proceed

The successful firm will have 60 days from the date of the notice to proceed to commence work on the proposed project.

7.5 Failure to Proceed

The JPC reserves the right to recommend the award of the contract to the next most qualified firm if the successful firm does not begin the contracted services within the prescribed 60 days.

7.6 Compliance with Applicable Laws

The successful firm further may be required to provide certification of compliance with applicable statutory employment mandates, including but not limited to Minnesota and U.S. labor and nondiscrimination laws.

ATTACHMENT 1 PROPOSAL FORMAT AND CONTENT

8.1 Format

The main proposal may contain a brief introduction of no more than one page. Following the introduction, the proposal should specifically address the consultants' approach of the RFP and in the order in which they appear in the RFP.

Applicants should use the following format in preparing all proposals. Failure to do so may result in a reduced rating by the proposal review committee.

Part A. Each Proposal to Attachment 1 and/or Attachment 2 shall comply with the following:

- Use 12-point, Times New Roman font, one-inch margins, and single spaced lines on 8½ X 11- inch paper
- Consecutively number all pages
- Introduction
- Scope of Services Desired (each item/task addressed independently but grouped together by package)
- Exceptions
- Communication, Reports, and Presentations
- Project Schedule and Starting Date
- Qualifications of the Firm, Project Staffing, and References
- Project Work Plan
- Appendix A: Literature on the Firm
- Appendix B: Other Information

Part B. Sealed Budget Proposal Associated with Attachment 1 and Attachment 2

- A sealed budget proposal is required

8.2 Project Work Plan

A project work plan should be constructed to show the estimated number of hours each person will work per package and task as determined by the Proposer. This should include the hours team members will perform on-site work and project time by support staff.

8.3 Project Budget

The budget proposal shall be submitted in a separate, sealed envelope, which will be opened after the top ranked firms have been identified. The budget shall be presented in breakout tables, one for each Attachment identified in Section 5, according to the following easy to read format or its equivalent. Extra lines should be added to the table as needed, such as to list the various consultants. A relevant narrative should provide an explanation for those items which are not immediately apparent in the budget table. If the consultant has suggestions or options for obtaining cost-savings in conducting this project, the information can be presented in a separate subsection of the budget either in the narrative or as a separate table.

8.4 Exceptions

Should a Proposer desire to delete a portion of the requested services or take exception to any specific requirement of this project, such deviation from the desired work for the Committee must be listed as an Exception. Exceptions are not automatically disqualifying. Each exception will be evaluated by the review team to determine its effect on the quality of the overall proposal and may in turn lead to an adjustment in scoring. Each exception shall be listed and at the start identify the section and subsection of this proposal document that is being modified. This identification shall be followed by the full and complete description of the exception. To the best of the Proposer's ability the description of exceptions should identify what is being modified, why the modification is occurring, and what affect the Proposer expects the modification to have on the overall project. This description is especially important if the Proposer believes the modification to be beneficial to Rice County. Exceptions shall be listed in their own section of the proposal documents.

8.5 Communication, Reports, and Presentations

The consultant shall describe in the proposal how he or she will communicate with the JPC and/or the public about the Jail Needs Assessment Report. This description should indicate the approximate times of the meetings and their purpose. The consultant shall also seek the preferences of the JPC, during an initial meeting, about how to structure public communication and obtain input of the stakeholders to help develop the specifics about contents of the communication. The consultant shall describe in the proposal the sections of the final report that might be anticipated at this time. In addition, the proposal shall indicate how the recommendations will be structured and what will be included. The final report shall include an executive summary that is suitable for public distribution.

A rough draft of the final report shall be submitted for review by the JPC. After comments have been returned by the JPC, the report shall be finalized and one bound copy and one electronic copy shall be submitted to JPC. After submission of the final report, the JPC will contact the consultant to establish a time when a summary presentation will be made to the County Board of Commissioners in open session. The final report and supporting documentation shall be made available in electronic format to be placed on the county web site.

8.6 Project Schedule and Starting Date

The consultant shall provide a timetable for the study, which will show the approximate times when key activities will occur and their general sequence. The timetable shall encompass the project activities up to the time of the submission of the rough draft of the final report to the JPC for review and critique. A Gantt chart or other appropriate schedule chart shall be used to display the information. Explanations shall be provided when the reasons for various timelines are not immediately apparent.

8.7 Qualifications of the Firm, Project Staffing, and References

The response shall emphasize project experience that will be relevant to Rice County, Minnesota. The consulting firm shall provide a clear, concise response that will address the firm's ability and experience in complying with the scope of services requirements set forth in this RFP.

1. Give a brief description of the firm, including a description of the firm's experience in performing jail-planning and public safety facility studies.
2. List by name and title the consulting firm team members to be assigned to the project for Rice County. Identify the contact person who will have primary account responsibility. Provide qualifications, experience, office location, phone number, and email address for each of the identified team members.
3. Describe your firm's particular expertise for conducting jail planning and needs assessment studies. Give examples of how this expertise has been utilized to the advantage of clients and how it may specifically relate to the county.
4. Briefly describe any attributes that distinguish your firm from others offering similar services that would prove helpful to the county in our selection process.
5. Describe any pending litigation of the firm.
6. Provide a minimum of five references of a similar project. Each reference must include the following information:
 - Name and address
 - Contact person with email and telephone number
 - Date they became a client
7. The Proposer must ensure that all information for the references is current and that the contact person is willing to provide a reference. References are likely to be checked by phone and will require a minimum of 10 to 15 minutes of contact person's time.
8. If the Proposer is proposing to use subcontractors, a minimum of two references need to be provided for each subcontractor. All subcontractors will be subject to approval. The selected Proposer shall itself be solely responsible for the performance of all work set forth in any contract resulting from the RFP, and for compliance with the price and other terms provided in the contract.
9. Provide a copy of the last jail needs assessment study the firm completed.

8.8 Proposal Bond/Security

Each Proposal shall be accompanied by a Proposal bond/Security in the sum of not less than 5% of the total Proposal amount made payable to the County, condition upon the Proposer entering into a contract with the County in accordance with the terms of their Proposal. Any bonding company used must be licensed in the State of Minnesota.

It is agreed that the Proposal bond/security will constitute liquidated damages, and not a penalty, for the failure or refusal of the successful Proposer to execute and deliver the contractual documents, in a correct form within 10 days after receipt of the contractual documents.

The Proposal bond/security shall be returned within 90 days after the Proposal opening or, in the event of a successful Proposal, return shall be made after the completion of work or after the proper posting of a performance bond.

8.9 Insurance

The successful Proposer shall purchase and maintain such insurance as will protect it from claims set forth below that may arise out of or result from their operations under the contract, whether the operations be by them or by anyone employed by or contracted by them.

The successful Proposer agrees to indemnify and hold the County harmless from any and all claims, demands, damages, actions, or causes of action arising or to arise against the County by reason of the successful Proposer's performance of the contract.

Such insurance shall be acquired for and on behalf of the successful Proposer in protecting them from claims for damages for bodily injuries, including sickness or disease, death, and care and loss of services, as well as from claims for property damages, including loss of use, which may arise from operations under the contract, whether such operations be by the selected Proposer or anyone directly or indirectly employed by them.

The successful Proposer is required to carry the following insurance coverage and types at a minimum:

- Comprehensive General Liability: Coverage shall have minimum limits of \$1,500,000 each occurrence and \$3,000,000 aggregate combined single limit for bodily injury liability and property damage liability. This shall include premises and operations, independent Proposers, products and complete operations, contractual liability, and personal injury liability. This shall be maintained for three years after completion of work if this policy is on a claim made basis.
- Business and Auto Liability: Coverage shall have minimum limits of \$1,500,000 per occurrence and \$1,000,000 aggregate combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.

- Property Insurance: Coverage shall be all risk and shall be in a broad form basis, including coverage for explosion, collapse, and damage in and around facilities. The coverage also should include off-site and in-transit exposures.
- Worker's Compensation:
 - State: Statutory
 - Applicable Federal: Statutory
 - Employer's Liability:
 - \$ 500,000 per accident, per employee
 - \$ 1,000,000 disease, policy aggregate
 - \$ 500,000 disease, each employee

The successful Proposer agrees the minimum requirements set forth, shall at all times be in an amount at least equal to the maximum liability of the county under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute, or rule.

Professional Liability Insurance in the amount per claim per occurrence equal to a minimum of \$2,000,000, with insurance to be maintained for three years after completion of the work.

Certificates shall name the County as an additional insured on all liability policies except for professional liability. Prior to the start of work, the successful Proposer shall furnish certificates or adequate proof of the foregoing insurance. Certificates furnished by the successful Proposer shall contain a clause stating, "County is to be notified in writing at least thirty days prior to cancellation of, or any material change, in the policy". Such notice is to be sent to the County's Purchasing Agent.

The company providing the insurance for the successful Proposer must be licensed to do business in the State of Minnesota and be acceptable to the County.

The successful Proposer shall be responsible for all losses that fall under any deductibles on required insurance coverage.

If sub-contractors are employed, the prime contractor shall procure and maintain bodily injury and property damage liability insurance for and on behalf of the contractor for claims and damages arising out of acts of sub-contractors in the same amounts as required or claims and damages arising out of acts of the selected Proposer.

8.10 Performance Bond

The successful Proposer will be required to produce a performance bond in the amount of 100 percent of the awarded Proposal. This bond must be furnished within 10 days of award.

8.11 Appendices

The appendices include the additional forms, which are required for this response.

ATTACHMENT 2
JAIL NEEDS ASSESSMENT AND
FACILITY DEVELOPMENT CONSULTING SERVICES

The scope of work for the Needs Assessment component and facility development phase will include, but not be limited to, the following items:

1. The consultant should assist the JPC in assembling a list of options to meet the Rice County's Jail facility needs. These will include up to three alternatives for renovation / expansion or new construction.
2. The consultant will work with the JPC, which consists of the Sheriff, Jail Administrator, Chief Deputy, Assistant Jail Administrator and a representative from Building Maintenance, and/or others as designated by the Sheriff, to determine the functional components which may be included in the facility.
3. The consultant will work with the JPC to formulate and document scenarios for major activities in the jail and administrative offices. These scenarios will help determine circulation patterns and access requirements.
4. The consultant will work with the JPC to develop a list of rooms and spaces required in the facility. The consultant will describe each space in detail, identifying functional, equipment, security, and access requirements in addition to square footage requirements.
5. The consultant will work with the JPC to develop adjacency diagrams, which illustrate relationships between the spaces previously identified.
6. The consultant will work with the JPC to develop site evaluation criteria. The consultant will work with the JPC to identify potential sites to be considered.
7. In selecting the Jail location, several important relationships or “Linkages” should be explored. The Jail/Rice County Sheriff’s Office site should be designed with awareness of relationships or proximity for needs. Courts, Sheriff’s Office personnel, County Attorney and Probation services, and transportation should all be considered while making the site selection.
8. Effect on other criminal justice facilities when the Jail is on the courthouse site: Plans should be careful not to limit growth option for adjacent court and criminal justice functions by focusing on planning the Jail alone. Review should include the current linkages as well as safely transporting inmates to court appearances in the existing courthouse, but allowing for future growth and/or changes in locations.
9. The consultant should perform a study of the inmate population, including demographics by race, ethnicity and gender, in order to describe the jail population and provide information useful for developing design specifications about the types and number of bed spaces that will be needed to accommodate inmates in the county jail.

10. The consultant will forecast facility capacity requirements in five-year increments for a minimum of 30 years. The consultant should also 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 requirements for each type of area that accommodates inmates, such as intake, infirmary, housing areas (maximum, medium, and minimum housing for males and females). If major changes are imminent, such as new laws or addition of new industries, they 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 facility to accommodate future expansion needs.
11. The consultant should include detailed analysis, consideration, and discussion of special needs inmates, including medical, mental health, and behavioral issues. Specify design and adjacency needs to allow appropriate monitoring and care of these types of inmates, while at the same time considering the appropriate staffing needs of such units to make these as staff efficient as possible.
12. The consultant should include detailed analysis, consideration, and discussion of the booking environment. Specify design and adjacency needs to allow for appropriate monitoring and care of the newly received inmates while at the same time considering the appropriate safety and security of these individuals. Consideration must be given to appropriate staffing needs of such area to make booking/intake as efficient as possible.
13. The final report should develop a broad understanding of facility, parking, and operational needs of related criminal justice functions. Development of a criminal justice facilities master plan so that the jail project fits into a clearly understood present and future context. If the plan calls for using a shared site, develop sketch work that shows how the site will accommodate the jail design, jail expansion, expansion of other facilities at the site, and all related parking needs.

ATTACHMENT 3
RICE COUNTY SHERIFF'S OFFICE NEEDS ASSESSMENT
AND FACILITY DEVELOPMENT CONSULTING SERVICES

1. The consultant should assist the JPC in assembling a list of options to meet the Rice County Sheriff's Office needs in all other areas and divisions outside of the jail. These will include up to three alternatives for renovation / expansion or new construction.
2. The consultant will work with the JPC, which consists of the Sheriff, Jail Administrator, Chief Deputy, Assistant Jail Administrator and a representative from Building Maintenance, and/or others as designated by the Sheriff, to determine the functional components which may be included in the combined facility.
3. The consultant will work with the JPC to formulate and document scenarios for major activities in the jail, administrative offices, patrol, investigations, evidence and emergency management. These scenarios will help determine circulation patterns and access requirements.
4. The consultant will work with the JPC to develop a list of rooms and spaces required in the combined facility. The consultant will describe each space in detail, identifying functional, equipment, security, and access requirements in addition to square footage requirements.
5. The consultant will work with the JPC to develop site evaluation criteria. The consultant will work with the JPC to identify potential sites to be considered.
6. The final report should develop a broad understanding of facility, parking, and operational needs of related criminal justice functions. Development of a criminal justice facilities master plan so that the jail project fits into a clearly understood present and future context. If the plan calls for using a shared site, develop sketch work that shows how the site will accommodate the jail design, jail expansion, expansion of other facilities at the site, and all related parking needs.
7. Effect on other criminal justice facilities when the Jail/Sheriff's Office is on the current or the annex site: Plans should be careful not to limit growth option for adjacent court and criminal justice functions by focusing on planning the current location alone. Review should include the current linkages as well as safely transporting inmates to court appearances in the existing courthouse, but allowing for future growth and/or changes in locations.
8. The consultant will provide a report, in one bound and one electronic format, to the JPC documenting the decisions made during the pre-architectural program phase.

APPENDIX A
PERFORMANCE AND NON-COLLUSION AFFIDAVIT

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from bidding or working on contracts issued by any government agency;
- b. Have not within the five (5) year period preceding the submission of this proposal: i. Been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or Local government transaction or contract; ii. Been convicted of or had a civil judgment rendered against them for violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (b), subparagraphs (i) and (ii) of this certification;
- d. Have not within the five (5) year period preceding the submission of this proposal had one or more Federal, State, or Local government transactions terminated for cause or default; and
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, equipment, or services and that this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and/or civil damage awards.

Name:	Title:
Authorized Signature:	Date: