

SECTION 1. INTRODUCTION

McLean County, Illinois, by and through the McLean County Board ("Board"), is seeking sealed proposals from qualified criminal justice consulting firms who possess knowledge, skills, and experience in pre-architectural jail planning to conduct a comprehensive jail needs assessment study and provide pre-architectural consulting services. The purpose of this study is to develop a plan that will establish current and future capacity requirements and operational costs associated with the renovation/expansion of current facility and provide an initial estimate of the cost of construction and operational requirements.

The Jail Project Planning Committee, including the County Administrator, Assistant County Administrator, Sheriff, Chief Deputy Sheriff, Facilities Management Director, Jail Superintendent and County Board Property Committee Chairman will evaluate firms from material submitted in response to this RFP. All interested firms must complete a full proposal based on the scope of services specified in submitted proposals, the Board reserves the right to modify the selection process based on a review of submitted proposals, the Board may interview selected firms prior to making a final decision. The County reserves the right to modify the selection process based upon information provided in the RFP submittals.

SECTION 2. RFP PROCESS TIMELINE

- RFP Issued: January 21, 2014
- Deadline for Questions Submission: February 14, 2014
- Responses DUE: February ~~24~~ **28**, 2014 at 4:00 p.m.
- Jail Planning Project Team Notification of Selection of Short-Listed firms: March 7, 2014
- Short-Listed Firm Interviews: March 11-17, 2014
- Top-Ranked Firm Selection March 20, 2014
- Recommendation to Property Committee April 3, 2014

SECTION 3. INSTRUCTIONS All proposals must be submitted to McLean County Administrator's Office, Government Center RM 401, 115 E. Washington St., Bloomington, IL 61701.

All questions regarding the proposal shall be directed by e-mail only with the subject line "Jail Needs RFP [Insert proposer name]": to admin@mcleancountyil.gov .

1. Four(4) bound copies of the main proposal and one electronic copy should be submitted. The cover should include the title "Jail Planning Proposal," date of submission, name of the firm, and the firm's contact person with phone number and address. The contact person must be an authorized representative of the firm.
2. Four(4) copies of the budget proposal should be placed in a sealed envelope and marked with the firm's name and the notation: "SEALED BUDGET PROPOSAL."
3. A transmittal letter, signed by the authorized contact person, should accompany the proposal.
4. Both parts of the proposal and transmittal letter should be sealed in an envelope or carton and marked on the outside with the words "Jail Planning Proposal."
5. Proposals are due by 4:00 p.m. on February 21, 2014. Any proposal received after that time will be marked "Received Late" and returned unopened to the proposer.
6. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
7. The County Administrator or his representative will notify appropriate Agents if the County wishes to interview them and will establish the timeline for those interviews.
8. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

SECTION 4. TERMS AND CONDITIONS

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFP and are in the best interest of McLean County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. 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 County, whichever occurs first.
4. 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.
5. The successful firm will have thirty (30) days from the date of the Notice to Proceed to commence work on the proposed project.
6. The County 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 thirty (30) days.
7. The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP.
8. The successful firm further may be required to provide certification of compliance with applicable statutory employment mandates, including but not limited to Illinois and US labor and nondiscrimination laws.

SECTION 5. SELECTION PROCESS

All proposals must be submitted to: McLean County Administrator's Office, Government Center RM 401, 115 E. Washington St., Bloomington ,IL 61701.

All questions regarding the proposal shall be directed by e-mail only with the subject line "Jail Needs RFP [Insert proposer name]" : to admin@mcleancountyil.gov .

The members of the Jail Project Planning Committee, including the County Administrator, Assistant County Administrator, Sheriff, Chief Deputy Sheriff, Facilities Management Director, Jail Superintendent will review the proposals and submit recommendations to the County Board Property Committee. Depending on the response to the RFP, the Jail Project Planning Committee shall short-list the firms that best meet the selection criteria and schedule those firms for interviews with the Jail Project Planning Committee the week of March 11, 2014. Notification of the selection of short-listed firms shall be provided to all proposers by March 7, 2014. Firms scheduled for interviews will be able to discuss their credentials, special skills, and particular approaches to various elements of the study. The County shall weigh methodology, qualifications, and costs.

SECTION 6. COUNTY BACKGROUND McLean County, Illinois

The County Jail The McLean County Sheriff's Office operates the County jail, a 234 bed facility which includes 108 direct supervision beds, 59 linear jail beds, a 40 bed work release area and 27 special needs cells including holding cells, segregation cells, and isolation cells. Annual booking in calendar year 2013 totaled 7493 and the average daily population of our facility was 241.71. The Jail occupies portions of the Law & Justice Center. The Law & Justice Center and original sections of the jail were initially completed in 1976 and expanded in 1990. The Circuit Courts are also located in the Law & Justice Center. The jail includes both linear and direct supervision pod designed facilities. The Law & Justice Center also houses administrative and investigative offices of the Sheriff's Department.

McLEAN COUNTY On January 6, 2013, the County received Technical Assistance, via Technical Assistance No.13J1032, from the National Institute of Corrections (NIC). The purpose of the report was to provide short-term technical assistance services for the McLean County Sheriff's Office in conjunction with the review of the utilization of the jail in supporting the criminal justice system within McLean County. A copy of the technical assistance report is available upon request by contacting The McLean County Administrator, at admin@mcleancountyil.gov with the subject line "Jail Needs RFP [*Insert Proposer Name*]." As a result of the recommendations in the technical assistance report, the Criminal Justice Coordinating Council was formed in 2009, in an effort to improve the efficiency and effectiveness of the local criminal justice system. It is comprised of members including, but not limited to, representatives from the County Board, County Sheriff, Jail Administrator, County Attorney, Clerk of Court, Circuit Court, State's Attorney, Public Defender, County Administrator and the Public. The McLean County Administrator's Office will serve as the local point of contact responsible for scheduling and facilitating meetings. Any successful firm will incorporate this resource into their proposal. The McLean County Criminal Justice Coordinating Council shall act as advisory committee of community stakeholders which has already been established to provide input and advice to the core project team. The Criminal Justice Coordinating Council has already collected significant amounts of criminal justice system data, so it is expected that Proposers will not need to spend as much time and use as many resources as is typically devoted to data collection. Proposers should contact the McLean County Administrator by e-mail at admin@mcleancountyil.gov with the subject line "Jail Needs RFP [*Insert Proposer Name*]" for more information on available data. Some measures already have been enacted to reduce the jail population. These include expanded use of electronic monitoring for certain sentences misdemeanants and a program to individuals of their scheduled court appearances to reduce warrants issued for failure to appear.

SECTION 7. SCOPE OF SERVICE

In order to better evaluate proposals, the County would like Proposers to break down submissions into three packages. Depending upon the responses received, the County may elect to pursue one, all, or a combination of services in the service packages below.

PACKAGE ONE: JAIL NEEDS ASSESSMENT The scope of work for the needs assessment component will include, but not be limited to, the following items:

1. The consultant will work with the Jail Project Planning Committee to identify any data requirements. The consultant will analyze and assess data collected by the Criminal Justice Coordinating Council. It is expected that this will reduce the on-site time and travel required.
2. The consultant should examine the various factors contributing to the current correctional center population. This study should examine county population growth trends, crime trends, changes in laws, practices within the criminal justice system and other factors that have or will affect the number of pretrial defendants and sentenced offenders who are detained in the county jail and the lengths of their stays.
3. The consultant should perform a study of the inmate population, including demographics by race, Ethnicity, gender, medical conditions and disabilities, 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.
4. The consultant will forecast facility capacity requirements in five-year increments for a minimum of twenty (20) 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, medical unit(s) , 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, and changes in crime, and the recommended strategy for designing the facility to accommodate future expansion needs.

PACKAGE TWO: JAIL FACILITY DEVELOPMENT CONSULTING SERVICES The scope of work for the facility development phase will include, but not be limited to, the following items:

1. The consultant should assist the County in assembling a list of options to meet the County's facility needs. These will include up to three alternatives for renovation/ expansion or new construction.
2. The consultant will work with the project team to determine the functional components which may be included in the facility.
3. The consultant will work with the project team to formulate and document scenarios for major activities in the jail and supporting offices. These scenarios will help determine circulation patterns and access requirements.
4. The consultant will work with the project team 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.

PACKAGE TWO: JAIL FACILITY DEVELOPMENT CONSULTING SERVICES(continued)

5. The consultant will work with the project team to develop adjacency diagrams, which illustrate relationships between the spaces previously identified.
6. The consultant will work with the project team to develop site evaluation criteria. The consultant will work with the project team to identify potential sites to be considered.
7. The consultant should develop a forecast of Sheriff's Office correctional space areas designed for various support operations. This forecast should identify the space needs in the same incremental time frames as those used in the jail forecast. Also, the rationale underlying the forecast should be described.
8. The consultant will provide projected operational and facility renovation/construction costs associated with the inmate population forecasts.
9. The consultant will develop a staffing plan for the alternative renovation/expansion and construction options developed in the pre-architectural program.
10. The consultant will provide a report, in one bound and one electronic format, to the McLean County Administrator documenting the decisions and underlying rationale made during the pre-architectural program phase.

PACKAGE THREE: SPACE NEEDS ASSESSMENT FOR JOINT USE COMMUNITY CRISIS

STABILIZATION FACILITY The scope of work for package three will include, but not be limited to, the following items:

1. The consultant will provide a detailed report on the projected and future space needs for a Community Crisis Stabilization program.
2. The consultant should identify potential areas of consolidation in a joint-use facility for the McLean County Sheriff's Jail and Crisis Stabilization program.
3. The consultant will evaluate up to three alternative site locations within Package two for their suitability to provide a joint-use facility.
4. The consultant will provide projected facility renovation/construction costs associated with the provision for as joint use facility.
5. The consultant will provide a report, in one bound and one electronic format, to the McLean County Administrator documenting the decisions made during the pre-architectural program phase.

SECTION 8. 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 County Board 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 effect 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 McLean County. Exceptions shall be listed in their own section of the proposal documents.

SECTION 9. COMMUNICATION

The consultant should describe in the proposal how he or she will communicate with the County and provide assistance to the County in communicating to the public about the jail needs assessment report. This description should indicate the approximate times of the meetings and their purpose. The consultant should also seek the preferences of the County, during an initial meeting, about how to structure public communication and obtain input of the stakeholders to help develop the specifics about contents of communication. The consultant should describe in the proposal the sections of the final report that might be anticipated at this time. Also, the proposal should indicate how the recommendations will be structured and what will be included. The final report should include an executive summary that is suitable for public distribution.

A rough draft of the final report shall be submitted for review by the County Board Property Committee. After the comments have been returned by the Committee, the report should be finalized and one bound copy and one electronic copy should be submitted to the County Administrator. After submission of the final report, the County Administrator will contact the consultant to establish a time when a summary presentation will be made to the County Board. The final report and supporting documentation shall be made available in electronic format.

SECTION 10. PROJECT SCHEDULE

The criminal justice planner should provide a timetable for the study, which will show the approximate times when key activities will occur and their general sequence. The timetable should encompass the project activities up to the time of the submission of the rough draft of the final report to the County Board for review. A schedule chart should be used to display the information. Explanations by the Proposer should be provided when the reasons for various timelines are not immediately apparent. The Proposer should construct a project work plan to show the estimated number of hours each person will work per package and task. This should include the hours team members will perform on-site work and project time by support staff.

SECTION 11. QUALIFICATIONS

The response should emphasize project experience that will be relevant to McLean County, Illinois. 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 studies.
2. List by name and title the consulting firm team members to be assigned to the project for McLean County. Identify the contact person who will have primary account responsibility. Provide qualifications, experience, and office location and phone number 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. Describe your firm's particular expertise for conducting planning and needs assessment studies for mental health/ medical facilities in corrections and community settings. Give examples of how this expertise has been utilized to the advantage of clients and how it may specifically relate to the County.
5. Briefly describe any attributes that distinguish your firm from others offering similar services that would prove helpful to the County in our selection process.
6. Describe any pending litigation of the firm.
7. Provide references from your last five local government projects, including name, address, telephone number, and type of consulting services/planning completed for these clients.
8. Provide a copy of the last jail needs assessment study your firm completed and the last facility development analysis your firm completed.

SECTION 12. PROJECT PLAN

The Proposer shall construct a project work plan to show the estimated number of hours each person will work per package and task. This should include the hours team members will perform on-site work and project time by support staff.

SECTION 13. BUDGET

The budget proposal should be submitted in a separate, sealed envelope, which will be opened after the top ranked firms have been identified. The budget should be presented in breakout tables, one for each service package identified in Scope of Service Section 7, 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. Provide a relevant narrative to explain the need for any items that 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.

EXAMPLE PROJECT BUDGET CATEGORY				
PERSONNEL	HOURLY RATE	NO. OF HOURS	SUBTOTAL	TOTAL
Consultants (listed separately)	\$		\$	
Support Staff (by position)	\$		\$	
Subtotal Personnel				\$
TRAVEL	RATE	NUMBER	SUBTOTAL	TOTAL
Airfare, auto, etc.	\$		\$	
Lodging	\$		\$	
Meals	\$		\$	
Other (list major items)	\$		\$	
Subtotal Travel				\$
SUPPLIES & OTHER	MONTHLY RATE	NUMBER	SUBTOTAL	TOTAL
Office Supplies	\$		\$	
Telephone	\$		\$	
Postage	\$		\$	
Reproduction	\$		\$	
Subtotal Supplies & Other				\$
TOTAL BUDGET				\$

XIII. **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 as defined by sections VII-XII of the RFP and in the order in which they appear in the RFP. Part A. Main Proposal

- Introduction
- Scope of Services Desired (each item/task. Addressed independently but grouped together by package)
- Exceptions
- Communication, Reports & Presentations
- Project Schedule and Starting Date
- Qualifications of the Firm, Projected Staffing and References
- Project Work Plan
- Appendix A: Literature on the Firm
- Appendix B: Other Information

Part B. Sealed Budget Proposal- A sealed budget proposal is also required.