



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES*

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**REQUEST FOR QUALIFICATIONS  
FOR SHERIFF'S OPERATIONS MASTER PLANNING  
FOR THE COUNTY OF CHAMPAIGN**

**RFQ Number 2014-005**

**ISSUE DATE:**

**April 17, 2014**

**CLOSING LOCATION:**

Champaign County Administrative Services  
ATTN: Van A. Anderson  
1776 East Washington Street  
Urbana, IL 61802

**CLOSING DATE AND TIME:**

**FRIDAY, May 2, 2014, Noon**

Eight (8) copies of the Statement of Qualifications must be presented by noon on Friday, May 2, 2014. At 1:00 p.m. on that date, the names of the respondents will be read aloud and recorded. (Please print RFQ 2014-005 on the lower left corner of package.)

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## **Section 1 – General Information**

### **1-1 Purpose of the Request for Qualifications**

On behalf of the County of Champaign, Illinois, the Champaign County Facilities Committee, through the Administrative Services Department, is pleased to issue this Request for Qualifications (“RFQ” or “Solicitation”) to invite firms to submit their Statement of Qualifications to become eligible for a possible interview for professional services related to facility master planning and detailed facility space programming related to the Sheriff’s law enforcement and jail operations and support programs provided to inmates.

The County of Champaign Currently operates two jails. The Sheriff’s Office and operations and one jail, opened in 1980, are housed in downtown Urbana. The downtown jail can bed a maximum of 131 prisoners. The second jail, commonly known as the satellite jail, was built in 1996 and is located about a mile away on a large plot of land owned by the County and surrounded by other buildings owned by the County. This jail can currently bed 182 prisoners.

The County is interested in obtaining the services of a qualified criminal justice planning and architectural firm to assist the County and the Sheriff in determining the needs, exploring the options, and the approximate costs associated with the facilities housing the Sheriff’s law enforcement and jail operations and support programs provided to inmates including, but not necessarily limited to, the facilities needs for prisoners; personnel; training space; records and other storage; secure evidence storage; and parking needs for the public, employees, and Sheriff’s vehicles. The County is specifically concerned with meeting the housing needs of prisoners with significant medical and/or mental health disorders as well as providing specific space for various programs the Sheriff and the County offer to inmates. The goal is to develop a facility master plan that will accommodate current and future operations, jail, and program needs and that will provide the estimated costs associated with the actions recommended by the master plan.

Relevant reference materials include the following which can be viewed at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids):

1. Champaign County Criminal Justice System Assessment: Final Report, Institute for Law and Policy Planning, September 2013
2. NIC Technical Assistance No. 11J1054 with Update to the Observations and Recommendations, National Institute of Corrections, May 2011

### **1-2 Request for Qualifications and Firm Selection Timetable**

Champaign County will use the timetable below which is expected to result in the selection of a service provider on June 19, 2014, and the beginning of contracted services on July 1, 2014.

<b>Date</b>	<b>Event</b>
April 17, 2014	Request for Qualifications Posted & Advertised
May 2, 2014 – Noon	Statement of Qualifications Due
May 2, 2014 – 1:00 p.m.	Statement of Qualifications Opened – Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL 61802
May 9, 2014	Selection Committee Establishes Shortlist of Firms
May 12-16, 2014	Shortlisted Firms Facilities Tours
May 27, 2014 – 6:30 p.m.	County Board Study Session – Interviews and Ranking of Shortlisted Firms
May 28, 2014	Negotiations begin with Top-Ranked Firm
June 19, 2014 – 6:30 p.m.	County Board Approval of Contract for Services with Selected Provider
July 1, 2014	Contracted services begin.

Champaign County may delay or modify scheduled event dates if it is to the advantage of the County to do so. The County will notify potential Respondents of all changes in scheduled due dates by posting any change in the form of an Addendum on the County's website at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids).

### **1-3 Instructions**

1. All materials related to the RFQ will be available on the Internet at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids). In the event that a potential Respondent does not have download capability, all materials may be obtained from the Champaign County Administrative Services, 1776 East Washington Street, Urbana, IL 61802. Prior to submittal, Respondents shall be responsible for ensuring they have obtained all RFQ materials including any addenda that may be issued. The County will not issue Addenda less than five (5) days prior to the scheduled deadline date and time for receiving proposals, unless said date is to be postponed.
2. All questions concerning the RFQ process and/or the subject of this RFQ shall be directed by e-mail only with the subject Line "RFQ 2014-005" to: [vanderson@co.champaign.il.us](mailto:vanderson@co.champaign.il.us)
3. **Requirements for the Statement of Qualifications.** A Statement of Qualifications shall be made in the official name of the firm under which business is conducted (showing the official firm address) and must be signed in ink by a person duly authorized to legally bind the firm submitting the Statement of Qualifications. Champaign County shall not be responsible for unidentified proposals. Respondents are to include all applicable requested information. The Statement of Qualifications should include the following information:
  - a. Name, address, and brief history of firm.
  - b. Firm's contact person's name, telephone number, e-mail address, and postal address.

- c. Resumes of key personnel to be assigned to this project.
  - d. The firm's capabilities and particular expertise to perform the requested services (i.e., criminal justice planning services including facility master planning and detailed facility space programming for the scope of services articulated below). For example,
  - e. Related experience during the last five years. For example:
    - i. Projects where professional services related to master plan development for Sheriff's operations and/or jail facilities were performed.
    - ii. Other projects that were similar in scope. Include the name of the project, a contact person, and a dollar amount for each example.
  - f. Briefly describe any attributes that distinguish your firm from others offering similar services that would be helpful to the County in the selection process.
  - g. Provide references from your last five local government projects, including name, address, telephone number, and type of consulting and/or planning services performed for those clients.
  - h. Describe any pending litigation of the firm.
  - i. You are invited to include a maximum of five (5) pages of additional information not included above, if you believe it may be useful and applicable to this project.
4. Failure to submit any of the items requested for the Statement of Qualifications may result in a determination that the Statement of Qualifications is non-responsive and eliminated from further review.
  5. To be considered, the submittal of the Statement of Qualifications shall include one (1) unbound original (clearly marked as such), one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive (preferred) or CD-ROM, and seven (7) copies. Proposals may be hand delivered or mailed to:

Champaign County Administrative Services  
RFQ 2014-005  
ATTN: Van A. Anderson  
Deputy County Administrator of Finance  
1776 East Washington Street  
Urbana, IL 61802

The County will not accept nor consider a Statement of Qualifications submitted by facsimile or e-mail transmission. Respondents mailing their proposal must allow a sufficient mail delivery period to ensure timely receipt of their proposal. Champaign

County is not responsible for proposals delayed by mail and/or delivery services of any nature.

The Statement of Qualifications shall be accepted until noon local time on May 2, 2014. Proposals received after noon on May 2, 2014, will not be considered and will be returned to the Respondent unopened. At 1:00 p.m. on that date, the proposals will be opened in the Lyle Shields Meeting Room of the Brookens Administrative Center, 1776 East Washington, Urbana, Illinois, and recorded.

6. Respondents may withdraw their Statement of Qualifications by notifying the County, in writing, at any time prior to the proposal response time deadline. Respondents may withdraw their Statement of Qualifications in person or through an authorized representative. Respondents and authorized representatives must disclose their identity and provide receipt for the proposal. Statement of Qualifications, once opened, become the property of Champaign County and will not be returned to the Respondents.
7. Champaign County reserves the right to interview any, all, or none of the respondents. At its sole discretion, the County will invite short-listed Respondents to interviews. The interviews provide an opportunity for Respondents to clarify their Statement of Qualifications for the County. The County will schedule any such the interviews as indicated in the timetable above.
8. Champaign County reserves the right to reject any and all Statement of Qualifications. The County also reserves the right to cancel this RFQ at any time and/or to solicit and re-advertise for other Statement of Qualifications.
9. Neither the County nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a proposal in response to this RFQ.
10. The successful firm may be required to provide certification of compliance with applicable statutory employment mandates.

## **Section 2 – Scope of Services**

Anticipated service may include, but are not limited to:

1. Determining number of beds and optimal configuration (considering classification issues, existing structure and personnel needs) for normal housing units.
2. Determining number of beds, specific cell design and optimal configuration of housing for those with significant medical and/or mental health issues and adjacency issues with professional services needed or offered to those individuals. (Negative pressure and contagion issues need to be included in the medical needs.)

3. Determining space needs and configuration for office type functions of the Sheriff law enforcement and jail operations including personnel, training space, records and other storage, secure evidence storage, and parking needs for the public, employees and Sheriff's vehicles.
4. Determining space needs and configuration for programs offered to inmates, including office space for both professionals employed by or contracted with the Sheriff and those outside agencies that engage with the Sheriff to provide services to the inmates. (This should also include an analysis of the kitchen and laundry needs.)
5. Determining optimal design of book-in/ intake area.
6. Providing future projections as various populations and needs, if requested.
7. Provide very rough sketches and possible costs and engage in discussions as to options with the Sheriff and County to refine ideas and options so that the Sheriff and County can make informed decisions to give guidance as to what options should be included in # 8 and #9 below.
8. Providing diagrams and schematic drawings (conceptual plans) and discussion as to possible design options of the facility, including recommendations and specific design options for the special needs housing. (All discussions should also include issues of necessary redundancies, serviceability, flexibility of the design to adapt to changing facility needs over time, and disaster/emergency operation & evacuation. Appropriate fencing-secure areas for evacuation should be included.)
9. Provide building cost estimates for the various design options.
10. Provide estimates as to operational costs, including personnel needs, as to the various design options.