

# Aiken County Detention Center Feasibility Study

## **GENERAL:**

**Purpose:** Aiken County is requesting proposals to perform a feasibility study to determine the County's Detention Center's expansion needs. The assessment will evaluate and recommend the best option in terms of relative costs and advantages/disadvantages of expanding the existing County facility.

**Existing Conditions:** The existing Detention Center has a rated capacity of 317 detainees, and is located at 435 Wire Road, Aiken, SC 29801. The current facility was opened in 2002.

**Specific Purpose:** The County is undertaking this project as follows:

1. To project the needs of the Detention Center.
2. To evaluate the existing facility in the context of expanding its current operations based on additional beds needed.
3. To evaluate site development options (additions/expansion/construction) for the future of the facility.
4. To provide probable construction costs of the Detention Center addition/expansion/construction project.
5. To consider additional long-term operating costs for a possible expansion in conjunction with the existing facility.
6. To advise Aiken County regarding any other precedents or options for County Jail operations.
7. To provide Aiken County with a bound/written report regarding the Jail Feasibility Study.
8. To provide Aiken County with an evaluation of current staffing plan (Staffing Analysis) as well as proposed staffing needs for the expansion.
9. Provide Aiken County with conceptual plans for the proposed options of expansion.
10. Provide Aiken County with conceptual operations, construction, project and staffing budgets.
11. Provide Aiken County with several finance options for the expansion.
12. Provide priorities for an expansion.
13. Provide possible option of housing Federal Inmates.

## **PRE-PROPOSAL MEETING:**

All interested firms should send a representative to a pre-proposal meeting at 10:00 a.m. on November 23, 2009 at the Detention Center. The meeting is not mandatory, but will be the only opportunity to visit the facility. Firms will also have access to staff for a question/answer period. Questions will also be accepted in writing before the pre-proposal meeting to [dpearson@aikencountysc.gov](mailto:dpearson@aikencountysc.gov).

## **EVALUATION CRITERIA:**

Each proposal will be evaluated on the following criteria:

- Firm's work experience with similar projects.
- References from South Carolina clients.
- Project personnel with jail operations experience that will be assigned to the project.
- Understanding of the Scope of Work.
- Fee Proposal.

## **SCOPE OF WORK:**

Consultants who are able to fully respond to the program of work as outlined in this RFP will provide the County with a sound foundation upon which it can base its decisions for meeting its requirements for future expansion.

***Detention Center Population Projections:*** A twenty-year projection of future needs is to be completed. Projection shall be in five-year increments. This Analysis shall provide, at a minimum, two projection scenarios. Each scenario shall take into account classes or populations of inmates (male/female, adult/juvenile, misdemeanor/felon, etc.).

***Existing Facility Assessment:*** The Consultant will examine the existing Detention Center in regard to the following:

1. ***Physical Plant:*** utilization of existing space and its adaptability to expansion.
2. ***Operation:*** review of existing operations to identify inefficiencies (operational and security), if any, and determine how these could be addressed and incorporated in the expansion/addition of the detention center.

***Site Development Options:*** The Consultant shall evaluate two alternative options to place an addition/expansion to the detention center. The addition/expansion is to be located within the immediate area of the existing detention center, if possible. In identifying each option, the Consultant will describe building configurations and likely inmate populations to be served.

Physical plant and related requirements are to be identified quantitatively and with narrative explanation/justification for each major area (i.e. new construction, parking/site requirements, and renovation to existing structure, if any, that are needed to accommodate the expansion/addition).

Site concept diagrams for each option are to be provided. These will show existing and proposed structures, site access, egress, parking, etc. Also conceptual architectural renderings of each option are to be included.

Consultant shall evaluate the Detention Center space in terms of how existing and new space relates to inmate security classification and separation.

***Probable Construction Costs:*** The consultant shall provide probable construction cost figures for each option provided. Cost estimates for each option will be developed so the County can review each alternative in full light of the costs that would be incurred. Estimates will rely on standard planning algorithms such as cost per bed and cost per square foot. The estimate will be adjusted to current construction cost indices and will identify all costs associated with implementing the project. Explain how these costs are determined. These cost components, at a minimum, will include the following:

- General construction
- Site acquisition and development
- Consultant and architectural fees
- Demolition (if any)
- Remodeling and rearrangements (if any)
- Communications and security equipment
- Contingency
- Fixtures, Furnishings and Equipment (FF&E)

**Long-term Operating Costs:** The Consultant shall provide information and analysis regarding the long-term operating costs of each option. This will include personnel, food preparation (if needed), laundry facilities (if needed), etc. Additional operating costs are to be calculated on an annual basis.

**Other Options:** The consultant shall advise Aiken County regarding any other precedents or options for County Jail operations.

**Recommendation:** Consultant shall provide a recommended plan of action in a written report. Each recommended option is to be summarized qualitatively. The pros and cons of each option are to be provided. Components II through VII of the Scope of work are to be used as a basis in making a recommendation to Aiken County. Use of evaluation tables is recommended. Consultant shall state which option is preferred. An executive summary is to be provided as a part of this study. Consultant shall provide the County with five (5) copies of the feasibility study.

#### **PROPOSAL RESPONSE REQUIREMENTS:**

Proposal must be submitted to the Aiken County Procurement Office before the date and time listed on the cover of the proposal document. Submittals must contain one signed original and four (4) copies of the complete proposal.

Aiken County reserves the right to contact any offerors for additional information or clarifications if necessary. Interviews may be conducted at the discretion of the County.

Proposal booklets should be as concise as possible, and must be submitted in the following order:

1. Cover letter introducing the firm and giving a brief synopsis of the firm's offer.
2. Proposal Document Cover Sheet.
3. Description of the firm's methodology in providing the services requested.
4. List of at least two similar projects performed by the firm in the last three years. Please include a brief description of the work performed, the time required to complete the project, the contact information for the client.
5. Contact information for any South Carolina clients for similar work.
6. Resumes of all proposed project personnel.
7. Time line of the project from 'notice to proceed' until completion.
8. Price Proposal.