

REQUEST FOR QUALIFICATIONS

TITLE: JAIL NEEDS ASSESSMENT

DATE ISSUED: MARCH, 26, 2020

DUE DATE: APRIL 24, 2020

TIME: 1:00 PM

LOCATION: BUNCOMBE COUNTY

ASHEVILLE, NC 28801

TELEPHONE: (828)250-5244

REQUEST FOR QUALIFICATIONS

Pursuant to the General Statutes of North Carolina, statements of qualification will be received for the following:

JAIL NEEDS ASSESSMENT

Buncombe County Government and the Buncombe County Sheriff's Office are seeking firms interested in providing services for a Jail Needs Assessment. Statements of qualification will be accepted until 1:00 PM on Friday, April 24th 2020 for the above named item. Prior experience in jail needs assessments is encouraged. Buncombe County encourages submittals from minority businesses by providing certified minorities an equal opportunity to participate in all aspects of the RFQ process. One digital copy in .pdf format of said statements of qualifications must be submitted by email to Buncombe County's Procurement Manager, Ron Venturella at Ron.Venturella@buncombecounty.org. Additional RFQ submittal requirements may be obtained by contacting Lee Crayton at Lee.Crayton@buncombecounty.org or (828) 250-5244.

Purpose

Buncombe County Government and the Buncombe County Sheriff's Office are seeking firms interested in providing expert professional, technical, and advisory services for a Jail Needs Assessment. This will include a jail population assessment alongside an analysis to determine efficient space utilization and projected capacity need. The needs assessment will inform the County's Jail Facility Plan that should accommodate projected capacity needs for the next 25 years.

Background

Buncombe County, North Carolina, an area of 660 square miles in Western North Carolina, has a population of 259,103 (US Census, 2018 estimate). The City of Asheville is the county seat, with a population of 92,452 (US Census, 2018 estimate). Other municipalities within Buncombe County include Town of Biltmore Forest, Town of Black Mountain, Town of Montreat, Town of Weaverville, and Town of Woodfin. Buncombe County is governed by a seven person Board of Commissioners which establishes local policy, approves budgets, and sets property tax rates. The County Manager, who serves at the pleasure of the Board, functions as the chief administrative officer.

The Buncombe County Detention Facility (hereinafter, sometimes, "BCDF" or "Facility") is a 604-bed, adult local confinement facility utilizing a direct supervision style of detainee management. The Facility is operated by the elected Sheriff of Buncombe County and funded by Buncombe County Government. As the custodian of the detention facility, the Sheriff is responsible for facility operations and the care of persons in the custody of the BCDF. The Facility Administrator is a sworn law enforcement officer, appointed by the Sheriff, typically holding the rank of Major. The Facility confines state pretrial and Federal detainees and sentenced local and state inmates.

Buncombe County has been implementing diversion strategies for many years, and these investments have slowed the need for additional jail capacity. Population projections in the early 2000s indicated current capacity levels would be surpassed in 2010; yet, Buncombe County and its criminal justice partners have been able to delay the investment in additional capacity for over 10 years. Recent population trends, however, indicate that while Buncombe County's population (aged 18 years and older) has grown approximately 5.7% over the last five years, the local jail population has increased 26%. The recent jail population growth result in forecast models that suggest the female population will regularly exceed capacity over the next two years and male capacity limits will be reached in the mid to late 2020s.

There are currently a number of new, system-wide efforts underway aimed at slowing, and ultimately reducing the growth of Buncombe County's jail population. These efforts are being monitored and evaluated closely to determine impact on the current population and future projections. While Buncombe County continues to work with its local criminal justice partners to reduce the jail population, recent projections underscore the importance of developing expansion plans that meet the needs of the population and supervision requirements of the Sheriff's Office, ensure space optimization, and result in the most cost-effective investment for the County.

Project Summary

The goal of this project is to provide the County and Sheriff's Office with a comprehensive understanding as to future detention capacity needs and expansion options. The work authorization will include a study, written report, and presentation to include, but not limited to, the following parameters:

- BCDF population forecast that accounts for county population growth and the changing demographics and needs of the jail population.
- The additional bed space that will be required to safely and effectively house the future BCDF population.
- Options for expansion, including on-site and off-site from current Facility. Expansion plans should include the scope of the recommended facility, including size, location, proposed layout, and services provided; logistical costs (ex: transportation for off-site expansion); and staffing analysis.
- Identification of required infrastructure expansion to support a larger population for on-site expansion.
- A space management plan for the current Facility and expansion to optimize efficiencies. The Sheriff's Office has an interest in having flexibility as to how jail space is used, allowing for the shift between direct and indirect supervision as needed to effectively house populations.
- Provide recommendations for special housing unit(s) to enhance the Sheriff's Office and its partners' ability to better address the substance use and mental health needs of the BCDF population.
- A cost analysis of the proposed expansion options and potential timetable for construction.

Project Timeline

Buncombe County Government and the Buncombe County Sheriff's Office have placed a high priority on this request and will move expeditiously to secure professional services within 90 days from the issuance of the RFQ.

Submission Requirements

1. A detailed narrative of the Firm's perception and understanding of the project, outlining any unique considerations or experience with similar projects.
2. Firm's history and statement of qualifications specific to correctional facilities.
3. Key principal and associate staff, identification of any associate firms involved and pertinent responsibilities, identification of the Project Manager. Provide a project organization chart.
4. A list of the current workload of the Firm and the individual workload of the Project Manager.
5. A list of four completed studies, analyses, and/or design of similar projects completed by the Firm within the last seven years. Include project size, scope, and complexity.
6. A list of three agencies where the Firm has recently (within the last five years) been the design team for a jail or detention facility. Include agency name, address, contact name, phone number, e-mail, a brief description of the project, date of completion, and construction cost.
7. Description of the work plan, proposed meetings, schedules, and approach to scope of work and reporting. Include any additional analysis or service that may be pertinent to this type of project.
8. Other relevant information that demonstrates the team's qualifications for conducting this scope of work.
9. Provide information on the Firm's financial stability and insurance coverage.

Qualifications and Evaluation Criteria

1. Specialized and relevant experience
2. Overall performance based on past projects, evidenced by references
3. Project approach and proposed strategy to complete objectives
4. Proposed schedule
5. Demonstrated understanding of the proposed project

Deadline

One digital copy in .pdf format of the submission must be received by 1:00 PM on Friday, April 24, 2020. Email submissions should be sent to Ron Venturella at Ron.Venturella@buncombecounty.org.

Contact Information

Any questions about this RFQ or the submittal process should be directed to Lee Crayton (Lee.Crayton@buncombecounty.org or 828-250-5244). Questions must be submitted no later than 5PM EST on Monday, April 6. Responses will be provided on Monday, April 13 by 5PM EST.