

REQUEST FOR QUALIFICATIONS

Public Safety Facility Planning and Design Services

Kewaunee County, Wisconsin

September 4, 2018

*Scott Feldt
Kewaunee County Administrator
810 Lincoln Street
Kewaunee, WI 54216
(920)*

388-7164

PURPOSE

Kewaunee County, Wisconsin (Owner) is seeking consultant services to conduct a 3-phase study into the physical and operational needs of the Kewaunee County criminal justice system. This 3-phase study is primarily focused on the Kewaunee County Sheriff's Department but should also take into consideration all actors and processes in the Kewaunee County criminal justice system. Kewaunee County envisions the development of an action plan to address vital services of dispatching/911, law enforcement, investigations, housing and caring of inmates, attending to the court, administration and other ancillary services peculiar to the Kewaunee County Sheriff's Department with the assistance of the 3-phase study. The 3-phases of the study include:

1. Needs Assessment Study
2. Operational and Architectural Program
3. Schematic Design for a new or improved Public Safety Facility

It is the intent of the Owner that each discrete phase will provide necessary information to determine the scope, cost, and other considerations for a Public Safety Facility. The owner reserves the right to terminate the consultant services at the end of each phase if County determines this project is no longer viable for any reason.

PROJECT DESCRIPTION

Kewaunee County is located in eastern Wisconsin. The county seat is the City of Kewaunee. The County population according to the 2010 US Census was 20,574.

The Kewaunee County Safety Building opened in 1968 with a capacity of 22 inmates and, as of 2018, the average daily population is 34 inmates. The Safety Building's design is linear with intermittent supervision. Jailer/dispatcher staff from within the Kewaunee County Safety Building performs dispatching and 911 functions. The Safety Building has served Kewaunee County well but it is now overcrowded, inefficient and in need of significant improvement. Consideration of a new or improved facility is necessary and this study will provide necessary information to determine the best course of action to address Kewaunee County's public safety needs.

PHASE 1 SCOPE OF WORK - NEEDS ASSESSMENT STUDY

The scope of work for the Needs Assessment will include but not be limited to the following items:

1. Overview of the criminal justice system in Kewaunee County.
2. Criminal justice system demographic data gathering and assessment.
3. Inventory and assessment of the current physical structures and site.
4. Inventory and assessment of the current operations and processes.
5. Exploration and assessment of current criminal justice trends, best practices, treatment options and other alternatives to incarceration.
6. Forecasting future physical structure and operational requirements.

7. Assessment of potential action plans, including, but not limited to the following:
 - a. Maintaining the status quo.
 - b. Reconfigure and remodel existing structures.
 - c. Construction of a new facility onsite or adjacent.
 - d. Construction of a new facility offsite.
 - e. Outsourcing and contracting for services.
8. Preliminary review of data, projections and assessments with County.
9. Recommendations on physical structure and operations.
10. Preparation of a Needs Assessment Report.

PHASE 2 SCOPE OF WORK – OPERATIONAL AND ARCHITECTURAL PROGRAM

If the owner decides to move forward to Phase 2, the consultant will prepare an Operational/Architectural Program for a new or improved Public Safety Facility. The program will establish operational requirements, size (square feet), construction cost, and operational costs. The program will include but will not be limited to the following components:

1. Applicable standards and codes
2. Understanding of key data drivers of space needs
3. Operational scenarios and narratives
4. Sustainability goals
5. Review and narrowing of alternatives.
6. Evaluation and diagram of one to three alternatives including size, access, adjacencies, and expansion.
7. Construction and project cost estimate
8. Preliminary staffing plan and budget
9. Review and determination of preferred alternative.
10. Public relations
11. Preparation of a final Operational and Architectural Program

PHASE 3 SCOPE OF WORK – SCHEMATIC DESIGN

If the owner decides to move forward to Phase 3, the consultant will prepare a schematic design based on the scope detailed in the Operational/Architectural Program developed in Phase 2. The Schematic Design Documents will consist of the following code compliant architectural drawings to scale:

1. Floor plans
2. Site plan
3. Building elevations
4. Selected building sections to indicate key interior heights
5. Other drawings as needed to convey design intent

For public relations purposes, the consultant will prepare the following:

1. Colored and annotated floor plans
2. Up to three 3-D color exterior renderings

3. Up to three 3-D color interior renderings

Consultant will develop the following information for the Owner and include the same with the Schematic Design deliverables:

1. Updated construction and project cost estimate
2. Updated preliminary staffing plan and budget
3. Life cycle cost analysis
4. Design and construction schedule

Consultant will present a final schematic design package containing the preceding information in hard copy and electronic formats.

STATEMENT OF QUALIFICATIONS CONTENTS

1. Title page
2. Cover letter
3. Table of contents
4. Firm's approach to each of the three (3) phases including schedule to complete
5. Staff Assigned to the project including organizational chart
6. Experience with similar projects – Limit to five projects
7. References
8. Copy of firm's Wisconsin licensures.
8. Insurance Requirements

SUBMITTING QUALIFICATIONS

Submissions shall be clearly marked with the identification of "WRITTEN QUALIFICATIONS: KEWAUNEE COUNTY PUBLIC SAFETY FACILITY." Please submit three (3) copies of your submittal to the attention of Administrator Scott Feldt, 810 Lincoln Street, Kewaunee, WI 54216, (920) 388-7164 no later than 4:00 PM on October 5, 2018. It will be the responsibility of the consultant to deliver their qualifications.

Owner will not consider qualifications received after the date and time indicated above.

QUESTIONS

Questions or clarifications regarding this RFQ may be directed to Scott Feldt at feldt.scott@kewauneeco.org. The last day to submit questions will be September 28, 2018. Only questions in writing will be accepted.

Other communication regarding this RFQ with persons affiliated with the County is prohibited until the end of the RFQ selection process.

SELECTION

The Owner will review all submissions. Prior to the final selection, the Owner may select a short

list and may require firms to make presentations and/or require submittal of further documentation regarding the consultant's capabilities and qualifications. Emphasis will be placed on those firms presenting the highest qualifications and exhibiting cooperative relationships with past clients. Of key importance is the consultant's understanding of the Planning of New Institutions (PONI) program and experience in the operation and planning of new correctional facilities.

A detailed cost proposal is not required at this time and will not be considered as a part of the selection process.

CONTRACT NEGOTIATIONS

The Owner anticipates negotiating a total project fee with the selected consultant after the selection process has been completed. If a contract agreement cannot be reached the first preferred consultant, there will be an attempt to negotiate a contract with the second preferred consultant

RESERVATIONS

The Owner reserves the right to reject any and all proposals, and to waive informality, technical defect, or clerical error in any submittal as the interest of the Owner may require.

SELECTION SCHEDULE

Issue RFQ	September 4, 2018
Question Deadline	September 28, 2018
RFQ Submittal Deadline	October 5, 2018
Evaluation	October 2018
Interview (if necessary)	October 2018
Contract Negotiations	October – November 2018
County Board Approval	December 2018
Notice to Proceed	January 1, 2019

INSURANCE REQUIREMENTS

General Liability

\$1,000,000 Each Occurrence
\$2,000,000 General Aggregate

Automobile Liability

\$1,000,000 Each Accident

Worker's Compensation and Employer's Liability

Statutory limits

Professional Liability or Errors and Omissions

\$1,000,000 per Loss
\$1,000,000 Aggregate