

REQUEST FOR PROPOSALS (RFP)
for Architectural Services
Codington County, South Dakota

Project Summary:

To address the current and future space needs of the Codington County Jail, Codington County is requesting proposals from qualified and licensed individuals/firms interested in performing architectural services for:

- Pre-design work (needed programming, space analysis and plan diagrams) to include various conceptual construction options for the current and future space needs of the Codington County Jail. This includes an option to update previously completed jail population projections.
- Development of a site master plan.
- Site evaluation of up to four potential construction/remodel sites.
- Comparative analysis of options to include construction and operational cost estimates associated with various construction options for the current and future space needs of the Codington County Jail.
- Assistance in the selection of the best value option for Codington County
- Documentation of the results of the afore-mentioned work.
- Public awareness campaign services.

The information developed through this process will be used by the Board of County Commissioners (BoCC) to determine an option for meeting the justice facility space needs of the county. The BoCC anticipates that funding for the construction or remodel of jail facilities will require the passage of a bond referendum. The November 2024 general election may be an opportunity to propose a funding solution to voters. Holding the referendum during the general election would maximize voter turnout.

To assist in the process, the BoCC has appointed the Codington County Justice Advisory Committee (CCJAC). The CCJAC's basic task is to recommend to the BoCC a way to address the county's justice facility space needs. The firm or individual providing architectural services will work with the CCJAC and BoCC as it/he/she provides the requested services.

The firm or individual providing architectural services will, at a minimum, develop and analyze the following construction options:

- At least one option for completely new construction on a new site
- At least one option that makes use of current county facilities.
- Options may involve relocation of other county offices.

In 2016, the CCJAC developed basic criteria to be used to evaluate construction options (at [this link](https://codington.org/wp-content/uploads/2014/12/Approved-Criteria-Matrix-v1.pdf): <https://codington.org/wp-content/uploads/2014/12/Approved-Criteria-Matrix-v1.pdf>.)^{*} The firm or individual providing architectural services will work with the CCJAC and BoCC to sufficiently develop these criteria to evaluate constructions options. These criteria (adjusted for only jail needs) are summarized here in priority order:

- Screening Criteria:
 - Minimum size, configuration, and features based on analysis and 20-year projections
 - Expandability possible if size needs exceed projections
- Operational Cost – How much will it cost to operation the facility year-to-year?
- Design efficiency – How well does facility accommodate safe operations for jail staff & inmates.
- Ease of expandability – How easily can the facility be expanded?
- Project Cost – How much will it cost to upgrade/construct jail facilities?
- Adaptability – How easily can new technologies or new best practices be accommodated?
- Location – Proximity to court facilities. Considerations for law enforcement.

^{*} The 2016 criteria reflect the fact that the county was addressing court space needs in addition to jail space needs. Since that time, the county has addressed court space needs.

Should the bond referendum pass, the architect selected from this RFP may be retained for some or all the following design services:

- Schematic Design
- Design Development
- Construction Documents
- Bidding
- Construction Administration.

Background Information and Expectations

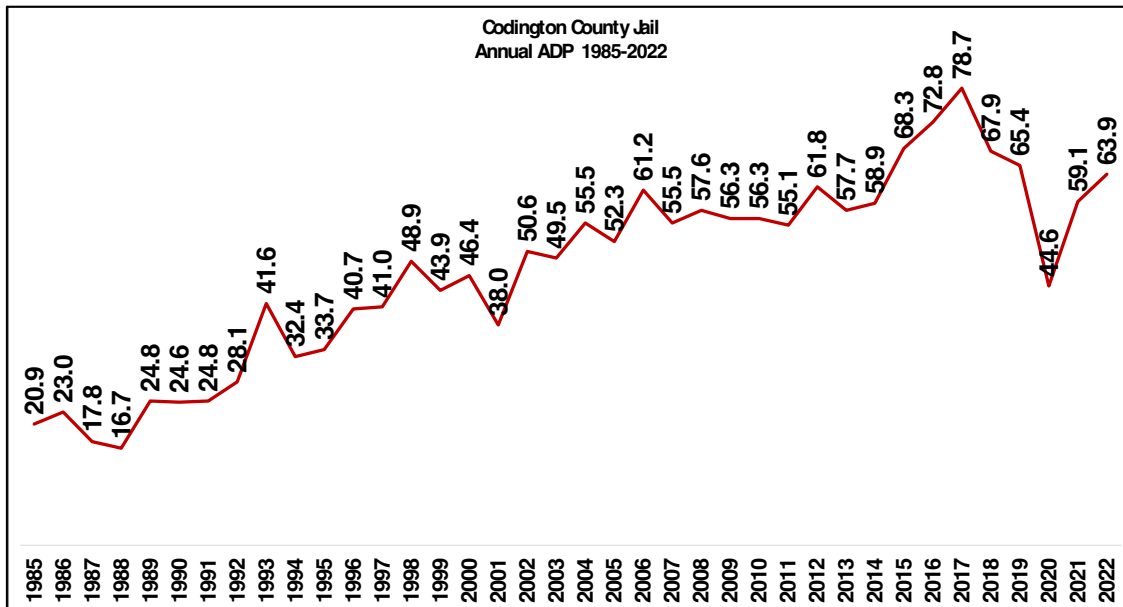
History – Codington County has proposed two bond referenda to fund justice space solutions. Below is brief chronology of the jail.

- 1974: Jail originally constructed in a linear design with 38 beds
- 1996: remodel added a wing with 14 added beds and a non-drive through sally port.
- 2004-2011 basement remodels added space for 44 beds bringing the total to 96 beds.
- November 2014
 - Amount requested from voters: \$35M.
 - Full justice complex to include court, jail (140 beds), sheriff spaces.
 - [Cost estimate](https://codington.org/wp-content/uploads/2014/12/2014-05-06-Citzns-Mtg-Materials-35-M-estimate-old-CH-options.pdf): <https://codington.org/wp-content/uploads/2014/12/2014-05-06-Citzns-Mtg-Materials-35-M-estimate-old-CH-options.pdf>.
 - [Architect's analysis and concept](https://codington.org/wp-content/uploads/2014/12/20141030-Facilities-Study-Presentation.pdf): <https://codington.org/wp-content/uploads/2014/12/20141030-Facilities-Study-Presentation.pdf>.
 - Total votes cast: 8,778.
 - Votes needed to pass: 4,390.
 - Yes votes: 2,395 (27.3%), No votes: 6,383 (72.7%).
 - Additional votes needed to pass 1,995.
- June 2017
 - Amount requested from voters: \$18.75M.
 - Bonded funds would have paid for a 120-bed jail as describe at [this link](https://www.codington.org/wp-content/uploads/2018/10/Final-June-2017-Option.pdf): <https://www.codington.org/wp-content/uploads/2018/10/Final-June-2017-Option.pdf>. Saved funds were adequate to remodel part of the existing courthouse to provide the needed court space.
 - Total votes cast 5,599.
 - Votes needed to pass: 2,800.
 - Yes votes: 2,728 (48.7%), No votes 2871: (51.3%).
 - Additional votes needed to pass: 72.
- The follow resources provide a historical overview leading up to the 2017 bond referendum.
 - [Slides](https://codington.org/wp-content/uploads/2014/12/Codington-Justice-Facilty-Floor-plans-2015.pdf) at <https://codington.org/wp-content/uploads/2014/12/Codington-Justice-Facilty-Floor-plans-2015.pdf>
 - [Video](https://www.youtube.com/watch?v=jnIBd5wPhnY&t=85s) at <https://www.youtube.com/watch?v=jnIBd5wPhnY&t=85s>.

Needs Analysis

In preparation for the 2017 vote, the CCJAC obtained the expertise of consultants to assess justice facility space needs. The successful proposer will leverage this previous work to conserve the cost of additional analysis by utilizing the still pertinent information and updating only necessary elements.

- [NIJO 2015 Report](https://codington.org/wp-content/uploads/2014/12/Codington-County-Facility-Review-051215-annotated.pdf) <https://codington.org/wp-content/uploads/2014/12/Codington-County-Facility-Review-051215-annotated.pdf>.
- For jail space needs, Mr. Bill Garnos projected the likely adjusted daily population of the jail twenty years into the future and recommended a jail bed count. Mr. Garnos also recommended the use of American Correctional Association (ACA) standards and assessed Codington County's current jail based on ACA standards.
 - The [initial report](#) is available on the CCJAC website at <https://codington.org/wp-content/uploads/2014/12/Final-Codington-Jail-Needs-Assessment-Report-Garnos.pdf>.
 - [Most recent update \(2018\)](#) is at <https://www.codington.org/wp-content/uploads/2018/02/20180131-Garnos-Report-UPDATE-as-of-Dec-2017.pdf>.
- The chart below shows the average annual average daily population to include the years since Mr. Garnos' last update. The ADP thus far for 2023, averaging January through October, is 56.9.



•While
the
ADP
was

declining since a highpoint in 2017, the COVID period caused a dramatic dip. Despite this, the ADP still seems to fit at least one of the projection models in Mr. Garnos' study. Proposers may recommend updates to Mr. Garnos' study if they believe it's appropriate.

- Anecdotally, the jail staff and sheriff's department have observed that, while the ADP is lower than it was in 2017, the nature of the offenses for which defendants are incarcerated appears to be more violent.

In addition, the CCJAC discusses other aspects of justice facility needs, to include:

- Desired lifespan / expansion strategies to minimize the need for future construction well into the future. These can include both construction and programmatic strategies such as incarceration alternatives and diversion programs.
- Needs of other county offices that may be affected (e.g. sheriff) in the process of jail construction.
- Location options.
- Funding options.

Any individual/firm wishing to submit a proposal is strongly encouraged to view all of the reports and studies associated with the work of the CCJAC. These reports are available on the Codington County website located at [codington.org](http://codington.org/codington-county-justice-advisory-committee/) under the tab “[Justice Advisory Committee](#)” located on the county’s home page (<http://codington.org/codington-county-justice-advisory-committee/>). Individuals/firms are encouraged to review all of the documents on this page, especially focusing upon on the reports under the “CCJAC Work” section. CCJAC minutes and older documents created prior to the existence of the CCJAC will also provide context.

Requirements for Submission of Proposals:

Provide 8 hard copies and one digital copy in PDF, (emailed to dlee.gabel@codington.org and bhanten@codington.org or on a USB drive mailed with the hard copies) of the proposal must be received at the Codington County Auditor’s Office no later than 4:00 p.m., on January 17th, 2024. Providing the digital copy by email, meets the deadline. If the digital copy is emailed, the hard copies must be postmarked no later than the deadline date.

A. The proposal must include the following, but not exceed 20 pages:

- *Cover Letter.* Up to one page in length. Signed and dated by the individual authorized to bind the proposer to all statements and representations made in the proposal.
- *Section 1* Identify your firm(s); include name, address, telephone number and name of the person to contact regarding this Request. (One Page)
- *Section 2* Organizational Chart: identify Team; disciplines, specific personnel and role of those who will be assigned to this project (One Page).
- *Section 3* Project Approach: describe your approach to this project, including; design, bidding, construction administration and close-out services. (Two Pages)
- *Section 4* Firm Capacity: Number of full-time licensed architects. Provide resumes and workload of those, listed in Section #2 above, who will be assigned to this project. (maximum one page per person)
- *Section 5* Detail your firm’s Quality Control Process concerning design, document control and construction administration.
- *Section 6* Detail the litigation history of your firm, in its current or past names, with county clients within the last five years, including binding arbitration, whether initiated by yourself or clients. Are you a party to any pending litigation, or binding arbitration with a client? If yes, please list the plaintiff(s), the defendant(s), nature of the complaint(s) and disposition, if determined, of each case.
- *Section 7* Include a copy of your current proof of professional liability, or errors and omissions insurance. Have you had any claims on your professional liability insurance, or errors and omissions insurance in the last five years? If yes, please list the claimant, the nature of the claim(s) and final disposition of the claim(s) if determined.
- *Section 8* List your firm’s and/or team personnel’s recent experience up to the last five (5) similar projects you were involved with. At a minimum provide; Project size (jail bed number and project cost), location, date of vote, outcome and owner reference. Include the engineering and/or other services not readily available directly from the lead firm required to accomplish the total project. (maximum one page per project)
- *Section 9* Please describe what it is that makes your firm the uniquely qualified, to design Codington County’s Jail facilities.
- *Section 10* Availability and approximate schedule: When is the organization/firm available to begin work on the project? Provide a preliminary schedule from notice to proceed to completion of study, with key milestone dates. Final schedule to be developed with Owner.
- *Section 11* Cost summary: Provide an estimate of the number of hours, cost per hour of key personnel, and a final cost for the proposed work described in the Project Summary. Please separate the cost to update jail population projections from the rest of the cost summary. The County may engage a separate consultant for this work. Note that this request for proposals is not a bid and the lowest cost estimate will not necessarily be selected. However, it is a consideration in the overall ranking of the proposals that are received.

B. roposals should be submitted in a sealed envelope/box, marked “**Jail Project Architect RFP**”, and addressed to:
Name: Lee Gabel, Commissioner c/o Codington County Auditor

Address: Codington County Courthouse
14 1st Ave. SE
Watertown, SD 57201

- C. Submittals **must** contain a manual signature of an authorized representative of the proposing firm.
- D. Questions concerning the request for qualifications or the selection process or requests to view the present facilities should be directed to one of the following:
 - Sheriff Brad Howell. He can be reached at (605) 882-6280.
 - Chief Corrections Officer, Mr. Blackwelder. He can be reached at (605) 882-6284
 - Facilities manager, Mr. Molengraaf. He can be reached at (605) 882-6255 or (605) 881-9396.
 - Contact can also be made through Lee Gabel, Commissioner, at (605) 880-1278/ dlee.gabel@codington.org or the County Auditor at (605) 882-6297.
- E. Submittals received prior to the time of opening will be secured unopened. The Commission will open all submittals on or after the specified time. **No** submittal received after the scheduled receipt time will be accepted.
- F. The BoCC will **not** be responsible for the premature opening of a submittal not properly addressed and marked on the outside of the envelope/package.
- G. Submittal s received after the scheduled time will be marked "**TOO LATE**" and will be returned unopened to the vendor.
- H. The CCJAC/BoCC will review the submittals and may invite some or all firms to make an oral presentation to the BoCC and designated representatives, at a future date.

Terms and Conditions

- A. The BoCC reserves the right to recommend or reject any submittal in the best interest of the County.
- B. The BoCC 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.
- C. In the event that a contract cannot be negotiated with the first firm, the BoCC reserves the right to negotiate with the next qualified firm(s) until a contract can be reached.
- D. The BoCC reserves the right to waive irregularities in the RFP responses in order to ensure obtaining the most qualified services.
- E. The successful firm shall not discriminate against any person in accordance with federal, state, or local laws.

Selection Criteria The following criteria will be used for selection (criteria 1 to 4 are generally based on SDCL 5-18D-18):

- 1. Project approach and understanding of the requirements of this project as evidenced by the proposal content and familiarity with Codington County's unique situation.
- 2. Experience and qualifications of the firm and individuals that would be available and assigned to the project.
- 3. The firm's record of past performance, including price and cost data from previous projects, demonstrated technical competence, quality of work, ability to meet schedules, cost control (despite special project constraints), and contract administration"
- 4. Proposed project management techniques as demonstrated by the proposed approach and methodology to meet the project requirements
- 5. Estimated cost to perform the work.

The selected individual/firm will be expected to enter into a formal contract with Codington County for the provision of the architectural services. The final contract will be determined through negotiations between Codington County and the selected individual/firm using the proposal submitted as a basis for negotiations.