



## **REQUEST FOR PROPOSAL:**

# **Jail Needs Assessment & Feasibility Study Services**

**Sheriff's Office  
Beltrami County, MN**

**Issued - November 18, 2021**

**Responses due via email**

**by 4:00 pm CT on December 16, 2021**

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## I. Overview

Construction Engineers Inc (CEI) acting as the Beltrami County Jail Project Consultant is seeking proposals from qualified firms to provide a Needs Assessment and Feasibility Study to the County's Sheriff's Department in the advancement of solutions for the Beltrami County Jail. Specific tasks to be performed are itemized in the following paragraph titled "Scope of Work to be Performed". An electronic proposal, inclusive of all requested information and supporting documents, should be submitted to Beltrami County Jail Project Consultant Ben Matson of CEI electronically in one document (preferably a PDF document) at: [benm@constructionengineers.com](mailto:benm@constructionengineers.com). Proposals will be received until 4:00 P.M. Central Time on December 16, 2021. All costs incurred by proposing firms are to be borne by the proposing firm.

## II. Background

The Beltrami County Sheriff operates a 132-bed jail, originally completed in 1989. The jail includes housing units on three floors and a mezzanine. The lower level of the jail includes a 60-bed minimum security dorm unit with two adjacent dayrooms that is operated as a direct supervision unit with a staff member assigned to the unit. The jail has design and operational limitations that have reduced the number of inmates that can be housed in the facility. Minnesota Department of Corrections has also, through increased regulations, decreased the number of beds the jail can maintain. Additionally, the jail population continues to increase. These pressures require that the County evaluate and determine the need for improvements to the existing jail and its operations (including the potential need for new construction and/or renovation) and to determine the need for improvements to enhance the effectiveness of the overall justice system. This work is collectively referred to as the Jail Project. The County requires the services of a professional firm to provide a Needs Assessment and Feasibility Study to gather information, evaluate the information and model solutions related to the Jail Project. This Request for Proposals is focused on identifying and procuring a professional firm to provide these services to effectively and efficiently carry out this aspect of the project.

## III. Scope of Work to be Performed

### **1.1. Literature Review: Including But Not Limited To:**

- 1.1.1. All Previous Beltrami County Jail Studies including but not limited to the Beltrami County Jail and Justice System Assessment, Facility Inspection Reports, Compliance Reports, Accident, Incident and Investigation Reports , etc...
- 1.1.2. Minnesota Statute 2911 – Administrative Rules

### **1.2. Interviews**

- 1.2.1. Conduct Applicable Interviews with a Variety of Agencies, Staff, Elected and Appointed Officials as well as All Beltrami County Criminal Justice System Partners to Gather Requisite Information
- 1.2.2. Deliverable: A Written Summary and Critical Findings Synopsis of Constituent Interviews

### **1.3. Beltrami Criminal Justice System (CJS) Program Analysis**

- 1.3.1. Develop a Data Collection Instrument to Collect and Analyze Beltrami Criminal Justice System Data Over the Past Decade Which Shall Include, But Not Be Limited To:
  - a) Gender, Race, Ethnicity, Residency, Charge Status, Charge Type, Date and Time Booked into Jail, Date and Time of Release, and Release type (bond, ROR, sentence completed, electronic monitoring, pre-trial status, etc.)
  - b) Street Decisions Including Number and Type of Arrests, Summons, etc.
  - c) Court Decisions Including Prosecutions, Numbers and Types of Sentences, Inmate Classifications, etc.)
  - d) Current Jail Facility and Operational Evaluation including but not limited to:
    - 1) Identification of Programming Deficiencies and Opportunities
    - 2) Recreational Space and Programs Evaluation
    - 3) Facility Regulatory Compliance Issues, Concerns and Limitations
    - 4) Staff Coverage and Work Schedules, Retainage and Other Workplace Limitations Including Turnover Causes and Costs
  - e) Number of Transports and Out of Facility Housing Statistics and Costs
  - f) Number of Jail Violations, Corrective Actions, and Compliance Excursions
  - g) Number of Warrants at various levels of offense – Misdemeanor, Felony & Gross Misdemeanor
  - h) Number of Apprehension and Detention Order at various levels of offense – Misdemeanor, Felony & Gross Misdemeanor
- 1.3.2. Evaluate All Current Programs, Policies and Procedures of the Beltrami County Criminal Justice System and Differentiate Between Those That Are Mandated and Those That Are Elected
- 1.3.3. Evaluate the Full Costs of Current Criminal Justice System including but not limited to: Housing Costs; Transportation Costs; Staffing Costs; Operational Costs; Safety, Security, Staff and Inmate Health and Wellness Impacts and Costs; Liability Exposure and Costs, Staffing Requirements, Workloads and Scheduling Challenges; Morale Impacts, Staff Turnover, Recruiting/New Training Statistics and Resulting Costs
- 1.3.4. Specifically Address Demographic Disparities and Develop Recommendations for Improving
- 1.3.5. Identify the Major Factors Driving the Demand for Jail Beds and Identify Mitigation Strategies and Alternatives for Reducing Said Demand
- 1.3.6. Recommend Improvements to Beltrami County's Criminal Justice System Incorporating All Available Options and Best Management Practices to Reduce the Jail Population with Emphasis on Improving the Safety, Security and Wellbeing of Staff and Inmates While Reducing Demand for Beds and Operational Costs to Taxpayers. Categorize All Recommendations as Either Elective or Essential.
- 1.3.7. Deliverables:

- a) A User-Friendly, Data Collection Instrument (i.e. database, spreadsheets, etc.) Populated with All Applicable CJS Data That Can Be Easily Queried
- b) A Report Detailing the Statistical Analysis of the Data Captured to Include Insights, Observations, Correlations and Trends Summarized in Both Graphical/Tabular and Written Form by Subject Area
- c) A Program Analysis Report Detailing the Above Observations and Information Which Shall Include the Options and Recommendations to be Considered (Categorized as Either Elective or Essential) Including a Description of the Advantages and Disadvantages of the Options/Recommendations, and the Costs of Each Option/Recommendation Presented

**1.4. Incarceration Alternatives Evaluation**

- 1.4.1. Perform A Study of Ways to Reduce the Demand for Jail Beds
  - 1.4.1.1. Identify All Available Alternatives to Incarceration Including Recommended Changes to the Beltrami Criminal Justice System and/or Case Processing
  - 1.4.1.2. Determine the Level of Alternatives Usage Including a Statistical Analysis of Alternatives Usage for the Past 10 Years
  - 1.4.1.3. Discuss Possible New/Additional Alternatives and/or Different/Expanded Use of Existing Programs Including But Not Limited To: Alternative Sentencing, Drug Courts, Work Release, Electronic Monitoring, Reclassification of Offenders, Evidence Based Practices Programming, etc.
  - 1.4.1.4. Quantify and Evaluate All Costs, Efficiencies and Benefits for Each Option/Alternative Identified as Well as the Advantages and Disadvantages of Each Option/Alternative Identified
- 1.4.2. Deliverable: Issue a Report Detailing the Above Information and the Options and Recommendations to be Considered (Categorized as Either Elective or Essential) Including a Description of the Advantages and Disadvantages as Well as Costs of Each Option and Recommendation Presented.

**1.5. Beltrami County Jail Facility Evaluation**

- 1.5.1. Conduct Operational, Logistics, Processing, and Space Analysis of the Current Jail Facility. Include Facility Condition Assessment, Compliance with Building Codes, Operational Standards, and Best Management Practices and an Analysis of the Current Facility Location and Proximity Analysis and its Long-Term Viability and Impact on the Community.
- 1.5.2. Deliverable: Issue a Report Detailing the Above Information and All the Options and Recommendations to be Considered (Categorized as Either Elective or Essential) Including a Description of the Advantages and Disadvantages as Well as Costs of Each Option and Recommendation Presented.

**1.6. Future Programming Projection Modeling**

- 1.6.1. Utilizing the CJS Data Collected and Analyzed Earlier, Model and Forecast the Future Jail Population, Capacity Requirements and Programming (including but not limited to

Cognitive Based, Cultural Based, Community Based and Incarceration Based) and Service Level Demands as Well as Staffing Demands and Inmate Needs Using the Time Horizons of 10, 25 and 40 Years.

- 1.6.1.1. Scenario 1: Maintaining the Status Quo: Model and Forecast the Future Capacity Requirements and Service Levels Demands to Accommodate Future Program, Staffing, and Inmate Needs Using Time Horizons of 10, 25 and 40 Years Should the County Maintain the Status Quo
  - 1.6.1.2. Scenario 2: Incorporation of Critical Recommendations: Model and Forecast the Future Capacity Requirements and Service Levels Demands to Accommodate Future Program, Staffing, and Inmate Needs Using Time Horizons of 10, 25 and 40 Years After Incorporation of Essential/Required Recommendations Identified in the Beltrami Criminal Justice System (CJS) Program Analysis, Incarceration Alternatives Evaluation and the Beltrami County Jail Facility Evaluation Reports
  - 1.6.1.3. Scenario 3: Incorporation of Recommendations: Model and Forecast the Future Capacity Requirements and Service Levels Demands to Accommodate Future Program, Staffing, and Inmate Needs Using Time Horizons of 10, 25 and 40 Years After Incorporation of All Elected and Essential/Required Recommendations Identified in the Beltrami Criminal Justice System (CJS) Program Analysis, Incarceration Alternatives Evaluation and the Beltrami County Jail Facility Evaluation Reports
- 1.6.2. Deliverable: Issue a Report Detailing the Above Information Including a Description of the Advantages and Disadvantages of Each Scenario and a Recommendation of the Preferred Scenario Which Shall Include a Cost Analysis and Comparative Cost Evaluation to Current Practices.

## **1.7. Future Infrastructure Projection Modeling**

- 1.7.1. Using the Future Programming Projection Modeling Scenarios Developed, Evaluate and Make Recommendations for a Variety of Capital Infrastructure Solution Alternatives to Accommodate the Forecasted Projections Based on the Following Alternatives:
  - 1.7.1.1. Alternative 1: Renovation of Existing Jail Facility: Evaluate the Feasibility of Renovating the Existing Jail Facility Against Each of the Three Future Programming Projection Modeling Scenarios Modeled Earlier for the Three Time Horizons of 10, 25 and 40 Years
  - 1.7.1.2. Alternative 2: Expansion of Current Jail Facility: Evaluate the Feasibility of Expanding the Existing Jail Facility Against Each of the Three Future Programming Projection Modeling Scenarios Modeled Earlier for the Three Time Horizons of 10, 25 and 40 Years
  - 1.7.1.3. Alternative 3: Construction of New Jail Facility: Evaluate the Feasibility of Constructing a New Jail Facility Against Each of the Three Future

Programming Projection Modeling Scenarios Modeled Earlier for the Three Time Horizons of 10, 25 and 40 Years Including the Following Two Scenarios:

Alternative 3a) Tear Down and Rebuild Option:

Alternative 3b) New Adjacent Facility Option

- 1.7.1.4. Alternative 4: Do nothing: Evaluate the Feasibility of doing nothing with the Existing Jail Facility.
- 1.7.1.5. Alternative 5: 36 Hour Jail Facility: Evaluate the Feasibility of operating the Existing Jail Facility as a 36 hour holding facility. All the while contracting with neighboring counties for long term contracts.
- 1.7.1.6. Alternative 6: Close the Jail entirely
- 1.7.1.7. Alternative 7: Construction of Regional Jail Facility: Evaluate the Feasibility of Constructing a Regional Jail Facility Against Each of the Future Programming Projection Modeling Scenarios Modeled Earlier for the Three Time Horizons of 10, 25 and 40 Years
- 1.7.1.8. Alternative 8: Other: If a More Advantageous Alternative is Identified, Evaluate This Alternative Against Each of the Seven Future Programming Projection Modeling Scenarios Modeled Earlier for the Three Time Horizons of 10, 25 and 40 Years
- 1.7.1.9. Develop a Preferred Recommendation of Either Alternative 1, 2, 3a, 3b, 4, 5, 6 7 or 8 and Perform a Full Site Evaluation Based on That Recommendation Which Shall Include a Conceptual Facility Design Based and an Estimation of the Infrastructure Improvement Costs.
- 1.7.2. Deliverable: Issue a Report Detailing the Above Information Including a Description of the Advantages and Disadvantages of Each Alternative and a Recommendation of the Preferred Alternative Which Shall Include a Cost Analysis and Comparative Cost Evaluation to Current Practices.

#### **1.8. Conduct a Funding and Financing Analysis**

- 1.8.1. Evaluate and Recommend Financing Scenarios/Options for the County's Consideration
- 1.8.2. Evaluate All Options for New Funding Including But Not Limited To: Grants, Bonds, Enterprise Solutions, Tax Sources, Others
- 1.8.3. Deliverable: Issue a Report Describing the Funding and Financing Scenarios Evaluated as Well as the Options and Recommendations to be Considered, Including a Description of the Advantages and Disadvantages of Each Option and Recommendation Presented and the Timeframes Associated with Each Option.

#### **1.9. Community Readiness Analysis**

- 1.9.1. Review and Expand Upon the Community Readiness Analysis Captured in the Beltrami County Jail and Justice System Assessment. Include Recommendations for Mitigation and Overcoming Previously Identified and New Challenges. Include

Recommended Next Steps, Pitfalls and Mitigation Strategies, Timeframes and Schedules.

- 1.9.2. Deliverable: Issue a Report Detailing the Above Information and the Options and Recommendations to be Considered Including a Description of the Advantages and Disadvantages of Each Option and Recommendation Presented.

#### **1.10. Communications Evaluation**

- 1.10.1. Based on the Community Readiness Analysis and Recommendation, Evaluate the Communication Capabilities of the County and, If Needed, Make Recommendations for Improvements
- 1.10.2. Develop a Communications Strategy and Plan to Include Communication Messages, for Communicating with Stakeholders and the Public Regarding the Analysis, Needs, and Recommendations Selected for Implementation
- 1.10.3. Deliverables: A Report Detailing the Communications Readiness Analysis and Recommendation Results and a Communications Strategy and Plan

## **IV. Minimum Qualifications**

- The responder’s key professionals and/or organization must not have material conflicts with CEI, Beltrami County or the Beltrami County Sheriff’s Office and must carry the minimum County-required insurance.
- The responder must be capable of providing the requested services and must provide a concise description of their qualifications and capabilities in delivering Needs Assessment services.
- As of November 15, 2021, the responder must possess a minimum of fifteen (15) years of experience in the business of delivering Needs Assessment services.
- The proposed Needs Assessment & Feasibility Study Staff Resource must possess the applicable combination of education, skills, experience and certifications to successfully oversee a Needs Assessment & Feasibility Study.
- As of November 15, 2021, the Needs Assessment & Feasibility Study Staff Resource must possess a minimum of five (5) years’ experience providing similar services.
- The responder must provide 5 applicable references complete with project description, services provided, cost of project, and organizational contact information.

## **V. Proposal Content**

At a minimum, the proposal must include the following information to be considered for the engagement. For ease of review and to ensure full scoring credit, each requirement should be addressed separately. No proposal shall be greater than twenty-five 8.5” x 11” double-sided pages including all required information and references.

### Cover Letter

A cover letter, which will be considered an integral part of the proposal package, in the form of a

standard business letter, must be signed by an individual authorized to bind the proposer contractually. This cover letter must indicate the signer is so authorized and must indicate the signer's title or position. An unsigned proposal will be rejected. The cover letter must also include:

- a) A statement that the proposal meets all requirements of this RFP, and that the offer tendered by the proposal will remain in full force and effect until and may be accepted by the County at any time prior to 120 days beyond the deadline for submittal.
- b) A disclosure of any current business relationship or any current negotiations for prospective business with the County, or with any member of the Board of County Commissioners, staff, or any party currently rendering services to the County.
- c) A statement that the proposer acknowledges that all documents submitted in response to this RFP may be subject to disclosure under the Minnesota Freedom of Information Act, the Minnesota Data Practices Act and/or the Minnesota Open Meetings Act.

### Statement of Minimum Qualifications

Proposers must complete and return the Minimum Qualifications Certification in the form contained in Appendix A.

### Questionnaire

The questionnaire contained in Appendix B to this RFP must be completed and returned as part of the proposal

### Reference Checks

A minimum of 5 applicable references shall be provided to include the names, contact information and brief synopsis of the work performed, outcomes achieved, cost of the project and services provided. Reference checks will be conducted for each finalist.

### Fee Proposal

Proposers must submit a combined, fixed-cost proposal in the format prescribed in Appendix C. Any deviation from the prescribed format which in the opinion of the County is material may result in the rejection of the proposal. The proposed fee shall include all costs and expenses for providing the services as described in this RFP, and any agreed-upon additional services. Once finalists are selected, fees may be subject to a "best and final" offer process to be determined at the discretion of the County. The fee proposal must expressly state that the proposed fees are guaranteed for the term of any resulting contract.

### Contract

This Request for Proposal is neither a contract nor meant to serve as a contract. It is anticipated that one or more of the proposals submitted in response to this Request for Proposal may be selected as the basis for negotiation of a contract with the proposer. Such a contract is presently contemplated to contain, at a minimum, the terms of the proposal submitted, as finally negotiated and approved by the County. The County reserves the right to negotiate additions, deletions, or modifications to the terms of proposals submitted. However, the terms contained in Appendix D, Addendum to Contract, must be agreed to and accepted by the candidate or organization selected to perform the work contemplated by this RFP.

## Project Schedule

The submission must include a preliminary project approach and schedule based on the number of calendar days required to perform the work following the award of the contract.

## VI. Submission of Proposals

All proposals must be received no later than the deadline stated in the Anticipated Timeline and Contact Information section. Submissions must be made via email to the identified contact person by the stated deadline. Only email submissions will be accepted. Proposals become the property of the County upon submission. All costs for developing proposals and attending presentations and/or interviews are entirely the responsibility of the proposer and shall not be chargeable to the County. Only one proposal from an individual, firm, partnership, corporation, or combination thereof, will be considered for this assignment.

## VII. Evaluation Process

### Pre-Evaluation Review

All proposals will be reviewed to determine if they contain all the required submittals specified in this RFP. Those not submitting all required information in the prescribed format will be rejected.

### Proposal Evaluation

All proposals received by the County Jail Project Consultant on or before the deadline listed above will be reviewed to determine whether they meet the minimum requirements of this RFP. All proposals received by the deadline that pass the pre-evaluation review will undergo an evaluation process conducted by County Jail Project Consultant and the Jail Steering Committee. They will be reviewed to determine whether they meet the requirements of this RFP. The County will consider the following factors in the evaluation process, ranked in no specific order, and will render a decision based on the perceived best fit and best value for the engagement. Fees will be one of the determining factors in this decision but will not be the primary determinative. Proposals will be evaluated based on criteria which may include but not limited to:

- Understanding of the services requested
- Experience providing the services requested
- Experience with similar projects
- Relevant knowledge, experience and qualification of firm and team members including established record of success in similar work
- Credentials and experience of the proposed Needs Assessment & Feasibility Study Staff Resource
- Proposed methodology, work plan and timeline to be used in the process
- Cost
- Insurance Coverage
- References

Proposals that contain false or misleading statements or that provide references which do not

support an attribute or condition claimed by the proposer will be rejected. Issuance of the Request for Proposal creates no obligation to award a contract or to pay any costs incurred in the preparation of a proposal. Nothing in this RFP or any resulting contract shall preclude the County from procuring services similar to those described herein from other sources.

During the evaluation process, proposers may be requested to provide additional information and/or clarify the contents of their proposal. Other than information requested by the County, no proposer will be allowed to alter the proposal or add new information after the filing date. Once finalists are selected, fees may be subject to a “best and final” offer process to be determined at the discretion of the County.

## VIII. Anticipated Timeline and Contact Information

<u>Schedule</u>	<u>Dates</u>
RFP Issued	November 18, 2021
Deadline for Responder Questions	December 6, 2021
County Response to Questions	December 9, 2021
<b>RFP Responses Due 4:00 p.m. CT</b>	<b>December 16, 2021</b>
Evaluations	Week of December 20, 2021
Candidate Interviews	Week of January 3, 2022
Selection	January 18, 2022

*Note: Schedule subject to change.*

### **Needs Assessment & Feasibility Study RFP Contact Information:**

**Name:** Beltrami County Jail Project Consultant Ben Matson

**Email:** [benm@constructionengineers.com](mailto:benm@constructionengineers.com) – **only electronic submissions will be accepted**

**Mail:** Construction Engineers, Inc. 208 4<sup>th</sup> St NW, Bemidji, MN 56601

**Phone:** 701-792-3215

## IX. Submission Process

### Deadline

To be considered for selection, proposals must be received via e-mail in Adobe Acrobat format: [benm@constructionengineers.com](mailto:benm@constructionengineers.com) **until 4:00 P.M. Central Time on December 16, 2021. (Only electronic submissions will be accepted)**. Please name your file and include in the subject line of your correspondence: “NA & FS RFP - Name of Responder.” An email confirmation will be sent confirming receipt of the proposal.

### Withdrawal

A proposal may be withdrawn any time prior to the deadline by written notification signed by the individual applicant or authorized agent of the firm and received at:

[benm@constructionengineers.com](mailto:benm@constructionengineers.com) no later than the deadline of 4:00 p.m. CT, December 16, 2021. Please reference the “NA & FS RFP - Name of Responder” in your communications. An email confirmation will be sent confirming withdrawal of the proposal. The proposal may be resubmitted with any modifications no later than the deadline. Modifications offered in any other manner will not be considered.

### Questions

To clarify any issues in this RFP, the County will respond only to questions that are presented in writing via e-mail to Beltrami County Jail Project Consultant Ben Matson:

[benm@constructionengineers.com](mailto:benm@constructionengineers.com). All questions should be submitted to the County by 4:00 p.m. CT, December 5, 2021. Please reference the “NA & FS RFP- Name of Responder” in your communications. These questions will be consolidated into a single Q&A document and responded to by the County on, or about, December 9, 2021, to all proposers without indicating the source of the inquiry.

## X. General Conditions

### Freedom of Information Act Disclosure

All materials submitted in response to the RFP become the property of Beltrami County. Proposals remain confidential during the selection process. However, upon completion of the selection process, all responses, including that of the individual, vendor or firm selected, will be a matter of public information and will be open to public inspection in accordance with the state of Minnesota Freedom of Information Act (FOIA). If, in response to this RFP, trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business responding to this RFP, such claim must be clearly made, and such information must be clearly identified. **Responses to this RFP with every page marked as proprietary, privileged or confidential will not satisfy this requirement.** Bidders are required to make a good faith attempt to properly identify only those portions of the response that are truly furnished under a claim that they are proprietary, privileged or confidential and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business responding to this RFP.

### Redacted Version of RFP Response

In the event the Responder believes certain materials in the submitted response are exempt from public disclosure in accordance with language contained in the FOIA Disclosure section above, Responders are asked to provide a redacted version of the response it believes will be suitable for release under the Minnesota Freedom of Information Act, Minnesota Data Practices Act and/or the Minnesota Open Meetings Act.

However, any claim of privilege from disclosure is not definitive. The County has the right and legal obligation to determine whether such information is exempt from disclosure under the Minnesota Freedom of Information Act, Minnesota Data Practices Act and/or the Minnesota Open Meetings Act and no information will be considered or determined by the County to be proprietary,

privileged or confidential unless it is identified and separated as indicated herein.

### Ordinary Course of Business Communications Allowed

Other than existing normal business matters, respondents, potential respondents, or their representatives should not contact anyone at the County (including any County staff, members of the County advisory committees and members of the County Board) other than the listed RFP contact. In addition, respondents must not discuss this RFP with any employee of the County, trustee of the County, custodian, managers, legal counsel, or other advisors or persons/entities having contracts or other affiliations with the County.

### Rights Reserved

The County reserves the right to amend any segment of the RFP prior to the announcement of a selected vendor/contractor. In such an event, all respondents will be afforded the opportunity to revise their proposals to accommodate the RFP amendment. The County reserves the right to award or reject any proposal in the best interest of the County. The County may request additional information from any or all bidders to assist in the evaluation of proposals, and the County reserves the right to conduct background investigations of selected individuals or firms prior to awarding a contract under this RFP. The County reserves the right to remove any or all services from consideration for this contract. At its discretion, the County may issue a separate contract for any service or groups of services included in this RFP. The County may negotiate additional provisions to the contract awarded pursuant to this RFP. The County reserves the right to cancel the Needs Assessment & Feasibility Study Contract and award the contract to the next most qualified firm if the successful firm does not begin the contracted services within thirty (30) days of contract award.

The County does not bear any obligation to complete the RFP process or to select any individual(s) or firm(s) and is not responsible for inaccurate or omitted information. The County also reserves the right without prejudice to reject any or all proposals submitted. The County will NOT reimburse any expenses incurred in responding to this RFP.

### Equal Opportunity

Beltrami County does not discriminate because of race, color, religion, creed, sex, sexual orientation, age, marital status, military status, certain unfavorable discharges from military service, political affiliation, citizenship, ancestry, national origin, physical or mental handicap or disability or any other characteristic protected by law. It is the County's intent to comply with all state, federal, and local equal employment and opportunity laws and public policies.

### Terms and Conditions

Following a review of submitted materials, if requested, selected individuals or organizations must be prepared to make a presentation or otherwise participate in a virtual or in-person interview in Bemidji, MN with Beltrami County staff and Board members and/or other stakeholder members at a date and location to be determined by the County. The County will not provide reimbursement for any costs incurred by the individuals or organizations associated with this presentation. Prior to the award of a contract pursuant to this RFP, selected individuals or firms must provide all

requested documentation, including required insurance certificates and enter into a mutually agreeable contract for services. **The selected individual and/or firm awarded the contract, and all of its sub-consultants, shall be barred from conducting any future conceptual or construction designs.**

## Appendix A: Statement of Minimum Qualifications

(Firm Name) \_\_\_\_\_ certifies that it meets the following minimum qualifications: (Please initial each as applicable):

1. \_\_\_\_\_ The responder's key professionals and/or organization has no material conflicts with CEI, Beltrami County or the Beltrami County Sheriff's Office and can satisfy the minimum County-required insurance obligations.
2. \_\_\_\_\_ The responder is capable of providing the requested services and has provided a concise description of their qualifications and capabilities in delivering needs assessment services.
3. \_\_\_\_\_ As of November 15, 2021, the responder possesses a minimum of fifteen (15) years of in the business of delivering needs assessment services.
4. \_\_\_\_\_ As of November 15, 2021, the proposed Jail Needs Assessment & Feasibility Study staff resource possesses a minimum of five (5) years' experience in a lead project management-related role and is current on industry best-practices and has germane experience related to this engagement.
5. \_\_\_\_\_ The proposed Needs Assessment & Feasibility Study staff resource possesses the applicable combination of education, skills, experience and certifications to successfully complete a Needs Assessment & Feasibility Study
6. \_\_\_\_\_ The responder has provided at least 5 applicable references complete with project description, services provided, cost of project, and organizational contact information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## Appendix B: Questionnaire

The following questionnaire must be completed and included with your response to this RFP. Type your responses in the same order as the questionnaire, listing the question first followed by your answer.

### Contact and Company Information:

Name of Individual / Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Employer ID #: \_\_\_\_\_ Website: \_\_\_\_\_

Proposed Needs Assessment & Feasibility Study Staff Resource:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Years of Applicable Experience: \_\_\_\_\_

Certifications/Licenses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Organization Background:

1. Please provide a general description and history of the organization, its operations (please include any history of mergers and/or acquisitions), year founded, ownership structure, biographies of the principals and percentage ownership by current employees.
2. Provide a brief, descriptive statement detailing evidence of the Respondent's ability to deliver the goods or services sought under this RFP including similar project work. Include experience in project management.
3. Describe the organization's experience with similar projects, the nature/type of project, services provided, outcomes achieved, and applicability to the requested services.
4. Provide detailed information regarding the proposed Needs Assessment & Feasibility Study staff resource (project manager) being proposed including the individual's skills, capabilities, education, certifications, licenses, etc.

## Appendix C: Fee Proposal

Please include detail regarding scope of services, deliverables and timeframe of the additional services.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

### **Instructions:**

- 1) List all of the activities, tasks or other work required to provide the services requested in this RFP.
- 2) List the staff members, staff member hourly rates and anticipated hours that will be dedicated to fulfilling the services requested in this RFP.
- 3) Include any and all other costs anticipated for completion of the work as well. Mark ups will not be allowed.
- 4) Attach at least 5 applicable references to include the names, contact information and brief synopsis of the work performed, outcomes achieved, cost of the project and services provided. Reference checks will be conducted for each finalist.
- 5) Identify all subconsultants (firm names and individuals) that may be working under this RFP and include the same information as requested in Appendix C Instruction Items 1,2, 3 and 4 (above) for those individuals/firms.
- 6) Attach limits of coverage for professional liability insurance and show proof of coverage for Worker's Compensation, Public Liability and Property Damage insurance.
- 7) Provide an itemized breakdown of cost for each task in the Scope of Work to be Performed.

A. 1.1 - Literature Review: LUMP SUM AMOUNT \$ \_\_\_\_\_

B. 1.2 – Interviews LUMP SUM AMOUNT \$ \_\_\_\_\_

C. 1.3 – CSJ Program Analysis LUMP SUM AMOUNT \$ \_\_\_\_\_

D. 1.4 - Incarceration Alt Eval LUMP SUM AMOUNT \$ \_\_\_\_\_

E. 1.5 – Facility Evaluation LUMP SUM AMOUNT \$ \_\_\_\_\_

F. 1.6 – Programming Modeling LUMP SUM AMOUNT \$ \_\_\_\_\_

G. 1.7 – Infrastructure Modeling LUMP SUM AMOUNT \$ \_\_\_\_\_

H. 1.8 - Financial Analysis LUMP SUM AMOUNT \$ \_\_\_\_\_

I. 1.9 – Readiness Analysis LUMP SUM AMOUNT \$ \_\_\_\_\_

J. 1.10 – Communications Evaluation LUMP SUM AMOUNT \$ \_\_\_\_\_

TOTAL LUMP SUM AMOUNT (including subcontracted work): \$ \_\_\_\_\_

I, \_\_\_\_\_, an authorized representative of the above-indicated firm, have reviewed and understand the Needs Assessment & Feasibility Study Request for Proposals, and I/we am/are prepared to provide the required services for the above costs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Appendix D: Addendum to Contract

### **ADDENDUM TO CONTRACT**

In anticipation and consideration of Beltrami County entering into a Contract for professional services, the Vendor/Contractor also agrees to the following:

- 1) The Contractor certifies that it, and /or its principals and/or proposed staff resource(s) is/are not barred from being awarded a contract or subcontract because of a conviction or admission of guilt for bribery or for bribing an officer or employee of the State of Minnesota, Beltrami County, the City of Bemidji or any other state or local government entity in that officer or employee's official capacity.
- 2) The Contractor certifies that it is not barred from contracting with Beltrami County, the City of Bemidji or the State of Minnesota because of any violation of either bid-rigging or bid rotating.
- 3) The Contractor certifies that no fees, commissions, or payments of any type have been or will be paid to any third party in connection with the contract to which this is an addendum, except as disclosed in the contract or an exhibit thereto. The Contractor shall promptly notify the County if it ever has reason to believe that this certification is no longer accurate.
- 4) To the extent governed by Minnesota Law and is applicable to the Contractor, Contractor agrees to:
  - a) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination; and
  - b) Comply with the procedures and requirements of the Minnesota Department of Human Rights' regulations concerning equal employment opportunities and affirmative action; and
  - c) Provide such information, with respect to its employees and applications for employment, and assistance as the Minnesota Department of Human Rights may reasonably request.
- 5) The Contractor, at the time of execution of the contract, shall also furnish the County with insurance certificates of adequate limits, as later indicated, to protect the Beltrami County, its agents, and employees from any litigation involving Worker's Compensation, Public Liability and Property Damage, involved in the work. All subcontractors must also furnish copies of their liability insurance and Worker's Compensation Insurance certificates to the County. No subcontractor will be allowed to perform any work under this contract by the County unless such certificates are submitted to and approved by the County beforehand.
- 6) The Contractor shall maintain, for a minimum of five (5) years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract. Contractor shall further make all such books, records, and supporting documents related to the contract available for review and audit by the Beltrami County Auditor and by the Minnesota State Auditor and shall cooperate fully with any audit conducted by the Beltrami County Auditor and/or the Minnesota State Auditor and will further provide the Beltrami County Auditor and the Minnesota State Auditor full access to all relevant materials.

- 7) To the extent it applies to Contractor and this contract, Contractor agrees to comply with the Minnesota Prevailing Wage Law.
- 8) Contractor agrees to notify the Beltrami County Human Resources Director if it solicits or intends to solicit for employment any of the employees of the County during the term of the contract.
- 9) Contractor understands that the County and this contract are subject to the provisions of the Minnesota Freedom of Information Act, the Minnesota Data Practices Act and the Minnesota Open Meetings Act.
- 10) The Jail Needs Assessment & Feasibility Study for Proposals (RFP), the Contractor's response to the RFP, together with any and all contracting documents, shall be incorporated by reference into and shall become a part of the full contract.
- 11) Counterparts. This Agreement and Addendum may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement. The counterparts of this Agreement and Addendum may be executed and delivered by electronic signature by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by electronic means as if the original had been received.
- 12) Under penalties of perjury, Contractor certifies that it has provided the correct Federal Taxpayer Identification Number to the County as part of this RFP.
- 13) Contractor is doing business as a(n) (please circle applicable entity):

- |                     |                              |  |
|---------------------|------------------------------|--|
| • Individual        | • Sole Proprietorship        | • Partnership  |
| • Corporation       | • Not-for-Profit Corporation | • Tax Exempt Organization:<br>Tax Exempt Classification: |
| • Real Estate Agent | • Governmental Entity        | _____  |
| • Trust or Estate   | • Other: _____               |  |
|                     | _____                        |  |

I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_, have reviewed, understand and agree to the provisions contained in this Addendum for the Needs Assessment & Feasibility Study Request for Proposals, and I/we am/are prepared to include them in the final contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Appendix E: Major Activities

The following table summarizes the major activities of the project but should not be considered all-encompassing and the County reserves the right to modify, cancel, or reassign the work at its sole discretion.

Task Name
<b>Needs Assessment &amp; Feasibility Study Activities:</b>
Literature Review
Interviews - Including Deliverable
Beltrami County CJS Program Analysis – Including Deliverable
Incarceration Alternatives Evaluation – Including Deliverable
Beltrami County Jail Facility Evaluation - Including Deliverable
Future Programming Projection Modeling – Including Deliverable
Future Infrastructure Projection Modeling – Including Deliverable
Conduct a Funding and Financing Analysis – Including Deliverable
Community Readiness Analysis – Including Deliverable
Communications Evaluation – Including Deliverable