



## **REQUEST FOR PROPOSALS**

### **Jail Needs Assessment and Master Planning**

**Miami County  
Troy, Ohio**

*September 12, 2023*

*Miami County Board of Commissioners  
201 West Main Street  
Troy, Ohio 45373*

## **PURPOSE AND PROJECT DESCRIPTION**

Miami County, Ohio is seeking proposals for consultant services from qualified criminal justice consulting firms that possess knowledge, skills, and experience in pre-architectural jail planning to conduct a comprehensive jail needs assessment study as well as all phases listed below for a new Miami County Jail and potential Miami County Sheriff's Office facility.

The County's approach to this effort is to follow guidelines set forth by the U.S. Department of Justice National Institute of Corrections (NIC), "Jail Planning and Expansion - Local Officials and Their Roles Second Edition," January 2010 Report.

In the NIC report, the facility development process consists of nine phases:

- Phase 1: Project Recognition.
- Phase 2: Needs Assessment.
- Phase 3: Facility Program Development.
- Phase 4: Project Definition and Implementation Plan.
- Phase 5: Design.
- Phase 6: Bidding and Negotiations.
- Phase 7: Construction.
- Phase 8: Occupancy and Operation.
- Phase 9: Post occupancy.

Miami County has completed Phase 1: Project Recognition. The Consultant selected for this project is expected to complete the following phases of work:

- Phase 2: Needs Assessment
- Phase 3: Facility Program Development, and
- Phase 4: Project Definition and Implementation Plan

We are actively seeking the best person or group to accumulate data and assist us in developing a strategic plan towards future renovation and/or construction of a Miami County Jail and Sheriff's Office.

The consultant chosen must be able to provide necessary information to determine the need of a new and/or renovated and/or combined jail facility and Sheriff's Office facility, the scope of services and operations within that facility, as well as potential capacity, staffing, and projected costs.

## **BACKGROUND INFORMATION**

Miami County is located in the mid-west part of the State. The county seat is the City of Troy. The county consists of approximately 410 square miles of land and is surrounded by Darke County to the west, Shelby County to the north, Champaign County to the northeast, Clark County to the southeast and Montgomery County to the south. The county consists of 4 cities (Piqua, Troy, Tipp City, and a portion of Huber Heights) and 9 villages (Bradford, Casstown, Covington, Fletcher, Laura, Ludlow Falls, Pleasant Hill, Potsdam, and West Milton) and 12 townships (Newberry, Washington, Spring Creek, Brown, Newton, Concord, Staunton, Lost Creek, Union, Monroe, Elizabeth and Bethel). Of the cities and villages, there are six police agencies along with the Sheriff's Office, operating within the county and utilizing jail space. The county population in 2010 was 102,506 and in 2020 was 108,774 according to the US Census.

The Miami County Common Pleas Court operates from the Miami County Safety Building, 201 W. Main St, Troy, utilizing three judges and five magistrates across adult, drug, juvenile and domestic relations courts. Common Pleas Court also has an Adult Probation unit that operates out of the same building employing three probation officers, one supervisor and one administrative assistant, and a pre-sentence investigation team consisting of two PSI writers, and one pre-trial officer.

The Miami County Municipal Courthouse is located next to the Safety Building at 215 W. Main St, Troy. Municipal Court hears all misdemeanor and numerous felony court cases each year using two judges and one magistrate. Municipal Court Probation is also in this building, run by eight probation officers and one supervisor. The Public Defender's Office is also in this location and is home to two clerical personnel and four attorneys. This building also houses the County Board of Elections.

Currently, the Sheriff's Office operates two jail facilities. The Miami County Jail, located within the Safety Building at 201 W. Main St., Troy, opened in 1972 with a capacity of 121 inmates. This full-service jail has had minor modifications through the years and currently has 105 beds, but only carries a BAD recommended capacity of 48 due to current Ohio Minimum Jail Standards and square foot requirements. There are other standards with regards to classification and both natural lighting and housing lighting that are unable to be met due to the design of the facility, causing deficiencies every year on state inspections. The design is linear with intermittent/indirect supervision and currently takes a minimum staff of four corrections officers to operate. The sallyport, central control room, booking and four individual isolation cells are on the first floor. The second floor has 4 housing units, five individual isolation cells, the laundry room, kitchen and clinic, along with a staff post. And the third floor contains five housing units, one individual isolation cell, a supervisor's office and a staff post.

The Incarceration Facility is located at 2042 N. CR 25A, Troy, which is about three miles north of the Jail. This minimum-security facility was opened in 1999, with a capacity of 247 beds, 240 of which are contained in four, 60-man, always-staffed pods. In 2009, this facility was completely closed due to the recession. In 2013, population at the Jail was over 130, so the Incarceration Facility was opened again, beginning with one pod. In early 2014, a second pod was opened for males. Also, in 2014, our need for female housing was so high, that we were paying for female inmates to be housed in another county's jail. This went on until March of 2017, when the sheriff was then budgeted for additional corrections staff to be able to open a third pod in our own facility specifically for female inmates. The facility remained this way until January of 2022, when we closed one male pod due to a population decrease as a result of the Covid-19 pandemic arrest and housing restraints. That third housing unit reopened in August 2022 and in May, 2023, all Covid-19 arrest restrictions were lifted. The fourth housing unit is only used for temporary housing in the event of maintenance issues in the other pods, as well as when shakedown are conducted. It has not been utilized for permanent housing since 2009. All inmate programming takes place in this facility as well, though there is insufficient space for everything we try to accomplish.

Below are some 2019 numbers for both facilities as that was the last year we had "normal" operations:

<b>Category</b>	<b>2019 Averages</b>
Average Daily Intake (ADI)	8.47
Average Daily Releases (ADR)	8.45
Average Days Served (ADS)	11.6
Average Daily Population (ADP)	228
ADP - Felons	99
ADP - Sentenced Felons	18
ADP - Unsentenced Felons	71
ADP - Misdemeanants	139

ADP - Sentenced Misdemeanants	39
ADP - Unsentenced Misdemeanants	100
ADP - Males	162
ADP - Females	61
Annual Bookings	3334

The Jail and Incarceration Facility are operated by the Miami County Sheriff and the Corrections Division staff. Currently, the Sheriff's Office is budgeted for 65 individuals directly involved with managing inmates consisting of 52 Corrections Officers/Supervisors with 1 Corrections Officer position currently unfilled. In addition, the two facilities utilize the contracted medical services of 3 LPNs, 1 RN with 1 Nurse Director and 1 Doctor, and 2 Food service personnel (also contracted). The facilities have 1 Captain (Jail Administrator), 2 Assistant Jail Administrators, and 1 Jail Records Clerk/SORN Officer (office at the Incarceration Facility). Not included in the staff numbers for managing inmates are 4 full-time Deputies and 6 part time Deputies appointed for courthouse security and inmate transports who are supervised by 1 Captain.

The Road Division of the Sheriff's Office is comprised 36 budgeted Deputy/Supervisor positions (of which 5 are currently vacant) and 1 Parks Deputy. They are all supervised by 1 Captain, whose office is in the basement of the downtown building. Road operations, however; are run out of a third building (commonly referred to as the Training Center) which is located at 2050 N. CR 25A, Troy, Ohio, in the same complex as the Incarceration Facility. Roll call for each shift is conducted in this building, as well as supervisor offices for each shift, deputy work stations for report writing, a small locker room (not large enough to accommodate all deputies), a weight room, and a classroom for training.

As for the other general operations within the Sheriff's Office; the Records Division is comprised of 4 Records Clerks with various responsibilities downtown, 1 Records Clerk at the Incarceration Facility for CCW, fingerprinting/background checks and other responsibilities. And then 1 Fiscal Officer, 1 IT Administrator, the Evidence/Property room with 1 Property Room Officer, Investigations Division with 5 detectives and 2 Detective Supervisors, and the Administration Offices which include 1 Captain (who oversees the above Records Clerks and 5 School Resource Officers), 1 Chief Deputy, 1 Administrative Assistant and the Sheriff, all of whom are located in the downtown office either on the first floor or in the basement.

A new or renovated Jail facility is being contemplated, along with the possibility of moving all Sheriff's Office operations under one roof in the location of the current Incarceration Facility at 2042 N. CR. 25A. This study will provide necessary information to determine capacity, scope, and costs.

## **SCOPE OF WORK**

### **NEEDS ASSESSMENT (PHASE 2)**

1. Assessment of the existing jail(s)
  - a. The assessment will include a complete physical plant evaluation of the current jails(s) including but not limited to an assessment of the condition of the building envelopes, mechanical, plumbing, and electrical systems. Evaluations will also be made with regard to remaining service life. Make recommendations and include cost estimates regarding needed repairs/replacement and include their costs.
  - b. Conduct a functional evaluation of the jail(s) based on current state jail standards and current

- industry best practices.
- c. Inventory staffing needs at the existing jails.
- d. This assessment will be conducted by analyzing trends in the criminal justice system to determine the impact these trends have on the size and type of the inmate population in Miami County. Forecast Jail population in year 2033, 2043, and 2053, to provide 10, 20, and 30-year forecasts for county needs in the areas of correctional facility(ies), judicial process efficiencies, alternatives to incarceration, as well as a study for potential future staffing and structure/space requirements for all other Sheriff's Office and related staff operations.
- e. Review applicable standards and legal requirements.
- f. Profile the inmate population to establish its criminal, adjudication, behavioral, social, and demographic characteristics.
- g. Analyze alternative, non-custody sanctions and services, which are less expensive than adding more beds to a detention facility. Provide documentation of non-custody alternatives currently available in Miami County. Summarize current effectiveness of these services and the areas they serve. Forecast future impact on Jail population of alternative and non-custody options.

The needs assessment report will become part of a comprehensive criminal justice system detention master plan. The criminal justice detention master plan will examine in detail the policies and practices of the entire local criminal justice system. This document includes information about criminal justice agencies' current practices and operations, defines policies that specify how each criminal justice agency should carry out its duties and responsibilities, the nature of the agencies' relationships to one another, and their responsibility for managing jail resources. The criminal justice detention master plan will also identify functional and space deficiencies and subsequently become a critical instrument not only for the construction and operation of a new jail facility but also for the operation of other complimentary facilities for the future.

Consultant proposal shall include all necessary research, meetings and forums to complete the Needs Assessment Report. Needs Assessment Report must be approved by County before proceeding with Facility Program Development.

2. Examine the criminal justice system
  - a. Review and analyze the community and current criminal justice system. It is expected that this analysis may produce recommendations that will reduce the demand for bed needs in the future.
  - b. Each recommendation for reducing bed demand should include a bed reduction estimate and the cost of implementing the recommendation.
3. Estimate of the space and operational requirements for long-term needs
  - a. Prepare preliminary space needs based on capacity forecasts, separation and classification needs, and operational preferences of the County.

### FACILITY PROGRAM DEVELOPMENT (PHASE 3)

The Facility Program brings together functional and space program recommendations in a document that describes how the jail and Sheriff's Office will function. The facility program defines and describes the desired operation and workflow of each area of the new facility and identifies the spaces (including adjacent spaces), users, and equipment and furnishings that will support the jail's operation.

Consultant shall perform the following tasks, as a minimum during the Facility Program phase:

- a. Develop options for meeting bed capacity projections. Options will include, but not be limited to, renovation and expansion of existing facilities. Also, to be considered and addressed, the potential consolidation and inclusion of operations for the Sheriff's Office.
- b. Site analysis shall be included in the development of the options and should also indicate requirements for facility (i.e., lighting, loading zones, entrances, employee/visitor parking.)
  - i. The County owns sufficient land/property around and mostly to the south of the existing Incarceration Facility to accommodate additions or construction of a new jail and Sheriff's Office.
- c. Complete functional programming to define how the jail will operate. Include impacts of non-facility alternatives and criminal justice system changes.
- d. Complete space programming, which stipulates the physical spaces needed to support the jail and Sheriff's Office operations.
- e. Provide estimates of probable costs for construction, staffing, and operation of each alternative.
- f. Develop options for space dedicated for detoxification, rehabilitation, mental health and substance abuse counselling, classrooms, etc. as recommended.
- g. Identify options for project delivery. Options may include traditional design-bid-build method, the design-build method, and the construction manager method or alternative and combination delivery methods. However, Miami County prefers the construction manager method.
- h. The options will be evaluated based on initial construction costs and long-term operational costs including staffing needs. Consultant's report should provide these cost estimates. Consultant should forecast costs for any construction and capital equipment costs for potential improvement/expansion/construction and consultant should identify potential funding sources such as viable grants and other funding scenarios.

The final product of this phase of work will be a Facility Program Report that includes functional and space programming, documentation of site selection, and estimates of probable cost. Facility Program Report must be approved by County and the BAD before proceeding with Project Definition and Implementation Plan.

#### PROJECT DEFINITION AND IMPLEMENTATION PLAN (PHASE 4)

Project Definition and Implementation Plan will develop conceptual design plans that begin to organize the entire building.

Consultant shall perform the following tasks, as a minimum during the Facility Program phase:

- a. Complete conceptual design plans that include basic outlines of the building and some internal areas, and shows area adjacencies.
- b. Complete a site master plan by refining site requirements to address issues such as open space, parking, site circulation, potential environmental impacts, access to utilities, and so forth. Include evaluation of selected property, environmental assessment and utility planning. Consultant will provide price proposals from qualified environmental assessment firms and a recommendation whereupon County will issue a purchase order for direct billing of said services. Consultant shall assist with scope of area to be assessed and assessment's impact on master plan.
- c. Conduct a cost-benefit analysis and develop life-cycle costs for the proposed facility, including design, construction, staffing and operational estimates of probable cost.
- d. Assist the County with the recommendation or selection of the most appropriate project delivery method based on the project characteristics, County requirements, and the construction

marketplace among others.

The final product of this phase of work will be a report that can be used by architects and engineers to design a jail renovation/expansion or new build and create construction documents. Project Definition and Implementation Plan must be approved by County and the BAD for final acceptance.

## **CRITERIA FOR PROPOSAL EVALUATIONS & FINAL SELECTION**

A Selection and Recommendation Committee, comprised of members from Sheriff's Office, Facilities Management, Office of Management and Budget, and other County agencies will be appointed by October 27, 2023 to review and rate all proposals using criteria established on the Evaluation Form for Design Services. A sample evaluation form is attached to this RFP.

### **CONSULTANT FIRM REQUIREMENTS**

#### **1. Expectations of the Consultant Team:**

- a. Provide sufficient staffing resources with appropriate skills for all accepted assignments.
- b. Comply with Miami County procedures, standards and formats.
- c. Focus on communication – provide frequent status updates to Project Managers/Committee.
- d. Comply with schedule commitments and work within budget.
- e. Focus on Miami County's needs.
- f. Comply with all codes and good-practice standards.
- g. Produce high quality design solutions and efficient execution of the work.
- h. Perform a Quality Assurance / Quality Control (QA/QC) review of all deliverables including sub-consultant document coordination.
- i. Hire sub-consultants / specialists when you do not have the expertise (example: acoustic consultant). Use of these consultants would require Miami County's approval.
- j. Accept project assignments ONLY when you can meet all listed criteria above.

#### **2. Basic Services:**

- a. Consultant shall prepare a schedule for each submission phase. This schedule shall be submitted to the Project Manager/Committee for approval.
- b. Consultant shall attend all conferences required by Project Manager/Committee and shall subsequently prepare and distribute minutes of such conferences.
- c. Consultant shall have a project representative responsible for coordinating all of the consultant's work. The consultant project representative shall be available to Project Manager/Committee.
- d. Consultant shall not retain any additional sub-consultants without the prior written approval of Project Manager/Committee.
- e. Documentation:
  - i. Consultant shall supply digital and reproducible project drawings and copies of specifications and other materials prepared for each submission phase.
  - ii. Specifications shall follow CSI Master Format numbering as closely as practicable.
  - iii. Submission documents shall be revised/corrected, without additional compensation, until the documents are approved by Project Manager.
  - iv. Project Manager's review does not in any way relieve Consultant from full responsibility that they insure their design work as indicated on their final construction

- documents (drawings and specifications) meets all the Building Code requirements and all applicable codes.
- v. The costs for furnishing reproductions for all documents for all submissions including, the electronic versions, are included in the basic fee agreement, except reimbursable expenses as noted on page 8 under "General Conditions".
  - vi. **All** materials, calculations, models, drafts, renderings, survey results, test data, and documents, including any furnished by Miami County or prepared in conjunction with the project are the property of Miami County. All documents, both hard copy and electronic versions, shall be provided to Miami County when the project is terminated regardless of the project stage.

## TECHNICAL PROPOSAL

The Technical Proposal shall demonstrate how your firm will best implement the County's program for the Project. Your Technical Proposal shall consist of not more than the limit of single-spaced pages per section listed below, excluding attachments. Additional information such as cover letters, statements of qualifications, resumes, tabs/dividers, index or charts are not counted in page limit.

The Technical Proposal should comply with the following requirements:

1. Technical Proposal should be clearly and concisely written to facilitate our review of the Technical Proposal and responses for firm or team.
2. Provide a detailed description of proposed approach to the staffing, communication, and development of all project stages.
3. Building security considerations should be included in the scope of work for design services. Miami County's security considerations shall be part of fulfilling the program of requirements. Security considerations include, but are not limited to, the following items:
  - a. Background checks for all contractor and subcontractor persons working on the project.
  - b. Sign in/sign out procedure on property.
  - c. Staff escorts as necessary.
  - d. Tool accountability upon entrance and exit.
  - e. PREA form completion.
  - f. Photo identification.

## **GENERAL CONDITIONS**

1. All personnel assigned to the Project will be subject to the approval of Miami County and changes shall not be made without prior written approval, except in the case of employee termination from the firm. (Submit personnel in RFP.)
2. Upon submission, all proposals become the property of Miami County, which has the right to use any idea presented in any proposal submitted in response to this request for proposals whether or not the proposal is accepted.
3. Miami County will not be responsible for any cost incurred by applicants in preparing proposals.
4. The proposal, if selected, will serve as a basis for negotiating the contract.
5. There will be no reimbursable expenses connected with this project, except as noted below. Travel, lodging, auto rental, communication, postage, copies, etc., for presentation purposes and design reviews, etc., are the responsibility of the Designer.



- a. Reimbursable Expenses (if the selected firm is also hired for construction management services):
  - Printing of Construction and Bid Documents
  - Permit and Plan Review Fees
  - Additional trips or tours beyond those contemplated in the scope of services

Reimbursement expenses will be billed at the actual vendor's cost with no overhead and/or profit markup.

6. Contract will be awarded to the successful firm whose proposal conforms to the RFP and is most advantageous to Miami County. The County reserves the right to reject any and all proposals and to waive informalities and irregularities in proposals received and to accept any portion of any proposal or all items proposed if deemed in the best interest of the County.
7. Failure of a firm to provide in its proposal information requested in this RFP may result in disqualification of the proposal. The Selection Committee will recommend the firm, which has submitted a proposal that is most responsive and comprehensive to the County's RFP requested information.
8. The Selection Committee will recommend a maximum of three (3) firms to be interviewed, if necessary. The firms selected will have sixty (60) minutes for presentation purposes. Key members of the consultant team to be assigned on this project shall be present at the interview. References provided must have valid, confirmed email addresses and direct phone numbers. Failure to provide such will result in no points given for references in final scoring.
9. Any additional requirements and criteria will be provided via addendum.

## **STATEMENT OF QUALIFICATIONS CONTENTS**

1. Title page
2. Cover letter and Introduction
3. Table of contents
4. Staff Assigned to the project including organizational chart and resumes
5. Project approach
6. Communication plan – Methods of engagement and communication for County leaders, officials, and stakeholders to portray plan to the public
7. Experience with similar criminal justice and detention projects – Limit to five projects
8. References (specifically three (3)); Preference points may be awarded to those who have experience working in Ohio and/or with BAD construction requirements and Ohio Minimum Jail Standards
9. Certificate of Insurance for Requirements (see below)

## **FORMAT FOR PROPOSALS**

1. Introduction (summary or overview (3-page limit))
2. Identify Current and Future Jail Size (3-page limit)
3. Analysis of the Jail Population (3-page limit)
4. Study to Control Jail Population
5. Forecast the Capacity Requirements of a new Jail (3-page limit)
6. Estimate Cost for Internal Demo and Evaluate Potential Uses of the Current Jail Building (3-page limit)
7. Estimation of Jail Development Costs (3-page limit)
8. Inclusion of Sheriff's Office in the New Jail (2-page limit)

9. Communication, Reports, and Presentations (3-page limit)
10. Project Schedule and Starting Date (3-page limit)
11. Qualifications of the Firm (as noted above), Project Staffing and References (5-page limit) (If two firms are involved in the proposal, 8 pages will be allowed)
12. Appendix A: Literation on the Firm (no page limit)
13. Appendix B: Other Information (no page limit)

## **SCHEDULE FOR PROPOSALS**

Invitations to submit proposals are open to any firm indicating an interest to submit a proposal. **The RFP is available on the County website at <https://www.co.miami.oh.us/Bids> and will be advertised September 17, 2023.**

**An informational pre-proposal meeting is scheduled for October 3, 2023, at 2:00 p.m.** Please meet at the Miami County Sheriff's Incarceration Facility, 2042 North County Road 25A, Troy, Ohio 45373. A tour of the project areas will follow. All potential proposers are requested to attend this conference.

## **SUBMITTING PROPOSALS**

Submissions should be made in a package clearly marked with the identification of "MIAMI COUNTY JAIL NEEDS ASSESSMENT PROPOSAL." Please submit one (1) original and seven (7) hard copies and two (2) flash drives of your submittal to the attention of Janelle S. Barga, Miami County Clerk, 201 W. Main St., Troy, Ohio, no later than 9:05 AM on October 17, 2023. It will be the responsibility of the consultant to deliver their qualifications and any cost of developing the RFP response shall be the responsibility of the submitting firm.

***Qualifications received after the date and time indicated above will not be considered.***

## **QUESTIONS**

Questions or clarifications regarding this RFP may be directed to Captain Michael Marion [marion.michael@miamicountyso.com](mailto:marion.michael@miamicountyso.com). Only questions in writing will be accepted, no phone calls will be accepted regarding RFP details, clarifications or other. The last day to submit questions will be September 25, 2023. Answers to any questions will be posted to the County's website as an addendum.

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

## **SELECTION**

The County will review all submissions. Prior to the final selection, the County 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 and consultant's costs for this assessment. Emphasis will be placed on those firms presenting the highest qualifications, the potential use of operations experts and exhibiting cooperative relationships with past clients. Of key importance is the consultant's understanding of: The National Institute of Corrections (NIC) Planning of New Institutions (PONI) program, Ohio Department of Rehabilitation and Correction (ODRC) Construction and Renovation Criteria and Minimum Standards for Jails in Ohio, as well as experience in the operation and planning of

correctional facilities in general. Selection does not guarantee a contract will be awarded.

**CONSULTANT FEES - CONTRACT NEGOTIATIONS**

The County anticipates negotiating total project fees with the selected consultant after the selection process has been completed. After interviews are complete and preferred consultant is selected, the selected firm shall submit a fee proposal. Fee shall be broken down by work activity. Hourly rates and expenses for staff and any associated consultants working on this project with you shall also be included. This fee proposal will serve as the basis for negotiation.

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. This process will continue until a suitable agreement is reached and a contract is awarded by the Board of Commissioners.

**RESERVATIONS**

The County 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 County may require.

**SELECTION SHEDULE**

Issue RFP	<u>09/17/2023</u>
Question Deadline	<u>09/25/2023</u>
Pre-Proposal Meeting	<u>10/03/2023 at 2:00 p.m.</u>
RFP Submittal Deadline	<u>10/17/2023 at 9:05 a.m.</u>
Evaluation	<u>October 27, 2023</u>
Interview (if necessary)	<u>TBD</u>
Contract Negotiations	<u>TBD</u>
Notice to Proceed	<u>TBD</u>

**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