

**REQUEST FOR QUALIFICATIONS**

TITLE: JAIL SPACE AND FACILITY NEEDS ASSESSMENT

DATE ISSUED: AUGUST 29, 2022

DUE DATE: SEPTEMBER 26, 2022

TIME: 1:00 PM

LOCATION: VANCE COUNTY  
HENDERSON, NC 27536

TELEPHONE: (252) 738-2006

**REQUEST FOR QUALIFICATIONS**

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

**JAIL SPACE AND FACILITY NEEDS ASSESSMENT**

Vance County Government and the Vance County Sheriff's Office are seeking firms interested in providing services for a Jail Needs Assessment. Statements of qualification will be accepted until 1:00 PM on Monday, September 26, 2022 for the above named item. Prior experience in jail needs assessments is encouraged. Vance County encourages submittals from minority businesses by providing certified minorities an equal opportunity to participate in all aspects of the RFQ process. One digital copy in .pdf format of said statements of qualifications must be submitted by email to Vance County's Finance Director, Katherine Bigelow at [kbigelow@vancecounty.org](mailto:kbigelow@vancecounty.org). Additional RFQ submittal requirements may be obtained by contacting Ms. Bigelow at 252-738-2006.

## **Purpose**

Vance County Government and the Vance County Sheriff's Office are seeking firms interested in providing expert professional, technical, and advisory services for a Jail Needs Assessment. This will include a jail population assessment alongside an analysis to determine efficient space utilization and projected capacity need. The needs assessment will inform the County of projected capacity needs for the next 25 years. The County would like a specific evaluation to be included identifying and evaluating options for regionalization of jail operations.

## **Background**

Vance County, North Carolina, an area of 230 square miles in north central North Carolina bordering the State of Virginia, has a population of 42,578 (US Census, 2020). The City of Henderson is the county seat, with a population of 15,127 (US Census, 2020). Other small towns include Kittrell and Middleburg. Vance County is governed by a seven person Board of Commissioners which establishes local policy, approves budgets, and sets property tax rates. The County Manager, who serves at the pleasure of the Board, functions as the chief administrative officer.

The Vance County Detention Facility (hereinafter, sometimes, "VCDF" or "Facility") is a 148-bed, medium security adult local confinement facility utilizing a direct supervision style of detainee management. The facility totals approximately 32,450 square feet and was built in 1990. A small portion of the existing jail (approximately 2,450 square feet) dates to the original jail from the 1970s. The entire facility was renovated in 2009 and the county evaluated, but did not proceed with on-site expansion options in 2009.

The Facility is operated by the elected Sheriff of Vance County and funded by Vance County Government. As the custodian of the detention facility, the Sheriff is responsible for facility operations and the care of persons in the custody of the VCDF. The Facility Administrator is appointed by the Sheriff, typically holding the rank of Major. The Facility confines state pretrial and federal detainees and sentenced local and state inmates.

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

## **Project Summary**

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

- VCDF population forecast that accounts for county population changes and the changing demographics and needs of the jail population.
- The additional bed space that will be required to safely and effectively house the future VCDF population.
- Options for expansion, including on-site and off-site from current Facility. Expansion plans should

include the scope of the recommended facility, including size, location, proposed layout, and services provided; logistical costs (ex: transportation for off-site expansion); and staffing analysis.

- Identification of required infrastructure expansion to support a larger population for on-site expansion.
- Identification and evaluation of opportunities for regionalizing jail operations.
- Provide recommendations for short term maintenance improvements and long term maintenance/equipment replacement schedules within the existing facility.
- A space management plan for the current Facility and expansion to optimize efficiencies. The Sheriff's Office has an interest in having flexibility as to how jail space is used, allowing for the shift between direct and indirect supervision as needed to effectively house populations.
- Provide recommendations for special housing unit(s) to enhance the Sheriff's Office and its partners' ability to better address the substance use and mental health needs of the VCDF population.
- A cost analysis of the proposed expansion options (to include regionalization) and potential timetable for construction/implementation.

### **Project Timeline**

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

### **Submission Requirements**

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

### **Qualifications and Evaluation Criteria**

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

**Deadline**

One digital copy in .pdf format of the submission must be received by 1:00 PM on Monday, September 26, 2022. Email submissions should be sent to Katherine Bigelow at [kbigelow@vancecounty.org](mailto:kbigelow@vancecounty.org).

**Contact Information**

Any questions about this RFQ or the submittal process should be directed to Katherine Bigelow ([kbigelow@vancecounty.org](mailto:kbigelow@vancecounty.org) or 252-738-2006). Questions must be submitted no later than 5PM EST on Friday, September 9<sup>th</sup>. Responses will be provided on Thursday, September 15<sup>th</sup> by 5PM EST.