



# Middle River Regional Jail Authority

## Procurement of Professional Services Request for Proposals

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**Issue Date:** October 12, 2018

**RFP#** 2019-01

**Title:** Community Based Corrections Plan and Planning Study  
Professional Architectural/Engineering Services  
Middle River Regional Jail Authority

**Issuing Agency:** Middle River Regional Jail Authority  
Finance Department  
Attn: Mrs. Jeanne Colvin,  
Director of Finance  
350 Technology Drive  
Staunton, VA 24401

**Location of Work:** Middle River Regional Jail  
350 Technology Drive  
Staunton, VA 24401

Proposals will be received subject to the conditions attached hereto until **3:00 P.M., November 6, 2018**, from qualified architectural/engineering firms to provide professional services for a Community-Based Corrections Plan (CBCP), Facility Planning Study (FPS) and architectural/engineering services for the expansion of Middle River Regional Jail (Jail).

### **INQUIRIES FOR INFORMATION**

All inquiries for information should be in writing and directed to:

Jeanne Colvin  
Director of Finance  
Middle River Regional Jail  
350 Technology Drive  
Staunton, VA 24401  
540-245-5420 ext. 1162  
[jcolvin@co.augusta.va.us](mailto:jcolvin@co.augusta.va.us).

Proposals must be mailed or hand delivered to the issuing agency shown above.

**The face of the envelope or shipping container shall be clearly marked in the lower left-hand corner as follows:**

**RFP#: 2019-01**  
**FOR: Community Based Corrections Plan and Planning Study**  
**Professional Architectural/Engineering Services**  
**Middle River Regional Jail**

**PROPOSALS DUE: November 6, 2018, 3:00 P.M.**

The Jail is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the Director of Finance by the designated date and hour. **Faxed or e-mailed proposals are not acceptable.** All Offerors shall abide by all applicable State and Federal laws.

This public body does not discriminate against faith-based organizations, in accordance with the Code of Virginia, § 2.2-4343.1 or against a Bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

In compliance with this Request for Proposals and to all the Conditions imposed therein and hereby incorporated by reference, the undersigned offer agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Firm Name and Address:

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

Telephone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_

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

Type/Print: \_\_\_\_\_

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

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## DESCRIPTION AND CONDITIONS

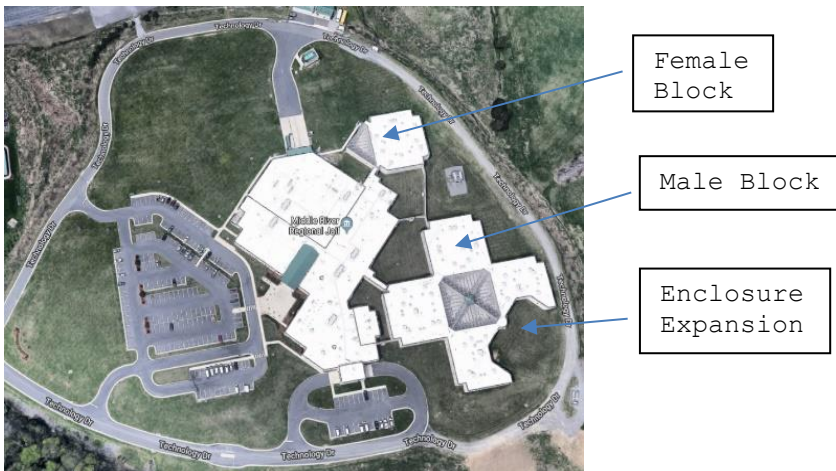
### **BACKGROUND**

The Jail facility is constructed on an approximate 24.5-acre site. The original facility provides 396 beds with core facilities capable of service up to 578 inmates. Daily cells were constructed to maximum or medium security standards. The facility was double bunked during the construction phase and has undergone classification facility use changes to house participants in a large work release program. The average daily inmate population is currently 1,000.

The Cities of Staunton and Waynesboro and the County of Augusta (the Authority) entered into an agreement dated June 25, 2001, to operate a regional jail facility created pursuant to the provisions of Section 52.1-91, *Code of Virginia* (1950), as amended, to construct, own and provide an adequate regional jail and to provide jail services to local governments participating in the Authority, which was created by Resolution of the participating local governments. The Authority expanded membership to the County of Rockingham and the City of Harrisonburg in an agreement effective July 1, 2015. The additional members are treated as the current members with the same number of representatives on the Authority's Board and agreed upon entrance into the three-year rolling average for allocation of net expenditures. Each of the localities appoints two members to the Authority Board. In addition to locality appointed members, the Sheriff of each participating locality is required to be appointed.

The annual operating budget of the Authority for fiscal year ending June 30, 2019 is approximately \$18 million. The budget is funded with state and local funds. No federal inmates are housed at the Jail. Member jurisdictions contribute 45% of the expenditures, which are allocated among the members based on a three-year rolling average of inmate days.

The existing Jail facility completed construction and opened in April 2006.



Middle River Regional Jail requires additional bed space due to the growth in inmate population resulting in inmate overcrowding. The Authority is evaluating several possible types of expansions, including any available off-site buildings.

The original design of the Jail facility included three expansion possibilities:

1. Enclosure of the Male Block for 95 security beds, or more for dormitory style beds;
2. Addition of an identical Male Block for up to 654 beds;
3. Addition of an identical Female Block for up to 350 beds.

**A fourth option** for expansion is a community corrections stand-alone building for use by the work release program which will free up space in the current facility to hold inmates whose classification requires a higher degree of secure detention (medium to maximum security). The Jail anticipates additional space to house at least 400 inmates.

## **PROPOSAL**

This Request for Proposal (RFP) is issued for the purpose of obtaining proposals from qualified firms to provide a Community-Based Corrections Plan (CBCP), a Facility Planning Study (FPS), and seeking proposals from qualified and properly licensed architectural and engineering firms for the full range of architectural and engineering services, including but not limited to; all phases of design and construction (schematic design phase, design development phase, construction documents phase, bidding, negotiation and design compliance phase, and construction contract administration phase), and additional services as needed for the design related to the building expansion, renovation, and any building and site improvements of the existing Jail facility, and for any other facility improvements that may require like services for the Middle River Regional Jail (Jail).

The Authority is issuing this RFP in accordance with Virginia Code Section §2.2-4300, the Virginia Public Procurement Act.

The CBCP shall be prepared to comply with Virginia Code Section §53.1-82.1 (see attachment A) and be prepared in accordance with 6VAC 15-81-130 -- Community-Based Corrections Plan Contents. In addition, based upon the scope of the project, a FPS shall be prepared and submitted in accordance with 6VAC 15-81-290 – Planning Study. The reports shall be submitted in a timely manner to permit consideration and approval by the Department of Corrections, but no later than October 31, 2019. A link to the Virginia Administrative Code for the Department of Corrections regulations is stated below under Information Available on the Middle River Regional Jail website.

Architectural design and engineering services for the expansion of Middle River Regional Jail will be based on the outcomes of the CBCP and FPS.

## **SCOPE OF WORK**

The project will consist of separate Task Orders (phases) which are stated below. Based on discussions with the successful offeror, elements of the different tasks may change as determined by the Authority. At a minimum, the report should address the following:

### **Task 1 Community Based Corrections Plan and Facility Planning Study**

The CBCP and FPS are required by the Department of Corrections as a prerequisite for the planning, design, construction, and reimbursement of state funds of a local correction facility. The services provided must include all work necessary for the reports to comply with Virginia Code Section §53.1-82.1 and to be prepared to meet the standards set forth in 6 VAC 15-81, Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities.

#### **A. Needs Assessment- a portion of CBCP requirements:**

- Evaluation of trends and factors at the regional level affecting current and future facility needs
- Analysis of the core Jail facility, the kitchen, laundry, administration, medical, storage, etc., to provide for the needs of the increasing inmate population
- The assessment of resources available to meet those needs
- Compilation of criminal justice and inmate population data and the related analysis
- The review of existing resources, including facilities and programs
- Jail population forecast
- Proposed project description/table and estimated cost
- Staffing and operating budget impacts/estimates

#### **B. Facility Planning study:**

- Statement of the planned general population design capacity of the proposed facility as determined and approved in the Needs Assessment
- Statement of rated capacity of the existing facility
- Changes to operating program (procedures)
- Facility plans
- Site data
- Campus style design justifications
- Written description of the project
- Analysis of any off-site facilities available

## **Task 2 Analysis of Criminal Justice Practices, the Jail Facility, and Financial Resources**

- Basis for a request for reimbursement of local correctional facility construction need
- Jail condition assessment performed by a licensed A/E and the costs of necessary upgrades
- An analysis of existing criminal justice practices and the impact they have on the use of existing facility and the need for future jail space
- A plan to improve criminal justice services, to include the staff and other resources necessary to affect a reduction in pretrial and post-dispositional length of stay in jail
- Presentation of the program or procedural strategies for reducing the jail population forecast, which shall be based on strategies for the expansion of existing and establishment of new programs designed to divert misdemeanor and felon defendants and inmates detained in jail awaiting trial or actively service sentences or reducing their lengths of stay.
- Conclusions and recommendations for implementation or improvement of programs and services as part of the recommended jail project
- Recommendations for facility upgrades and expansions based on the analysis

## **Task 3 Architect/ Engineering Design Services**

- Provide professional architect/engineering services based on the needs disclosed in the CBCP and FPS.
- Review existing facility and existing plans available.
- Provide recommended construction sequencing and timeline including significant milestones.
- Prepare construction cost estimates based on conceptual design(s). Construction estimate should be all inclusive (furniture, fixtures, IT, security, moving, etc.).
- Upon approval of layout, prepare construction plans that meet State and Local regulations and ordinances. Obtain all proper agency approval, including Department of Corrections.
- Assist with bidding and selection of contractor(s).
- Review of shop drawings/submittals from contractor(s).
- Conduct periodic construction inspections.
- Review of pay requests.
- Assist with development of punch list items and final inspection.

Services may be provided under separate Task Orders included in the Scope of Work. It is understood that more than one Task Order may, at the Authority's sole discretion, be offered to the architectural/engineering firm. The Authority does not represent nor guarantee that the architectural/engineering firm will receive any amount of work.

Design phasing and approval of additional task orders are dependent upon Authority approval.

**INFORMATION AVAILABLE**

The following information will be available at <https://www.middleriverregionaljail.org/>

- Request for Proposal
- Virginia Administrative Code Title 6 Agency 15 Department of Corrections Regulations Chapter 81 <https://law.lis.virginia.gov/admincode/title6/agency15/chapter81/>
- GSA Form 330 <https://www.gsa.gov/cdnstatic/SF330-16f.pdf?forceDownload=1>

**PRELIMINARY SCHEDULE**

Release RFP	October 12, 2018
Advertise RFP- News Leader	October 18, 2018
Proposals Due	November 6, 2018
Proposal Review/ Interviews	November 26 – November 30, 2018
Contract Negotiations	January 1-31, 2019
Authority Consideration	February 5, 2019
Notice of Award	February 6, 2019

**PROPOSAL PREPARATION AND SUBMITTAL REQUIREMENTS**

**SUBMITTAL:** Proposals must be submitted no later than 3:00 PM, November 6, 2018 to:

Mrs. Jeanne Colvin  
 Director of Finance  
 Middle River Regional Jail Authority  
 350 Technology Drive  
 Staunton, VA 24401  
[jcolvin@co.augusta.va.us](mailto:jcolvin@co.augusta.va.us)

**RESPONSE:** In order to be considered for selection, an offeror must submit a complete response to this Request for Proposals (RFP). Failure to submit all information requested may result in the rejection of the incomplete proposal. One (1) original, and five (5) copies of the proposal must be submitted. A PDF of the Proposal must also be submitted. Proposals shall be signed by an authorized representative of the offeror. Each copy of the proposal should be bound in a single volume. All documentation submitted with the proposal should be bound in that single volume.

**PROPOSAL PREPARATION:** The Authority intends that a response to this RFP be concise, informative, and inexpensive for the offeror to prepare. Response must, in any event, contain the following information, preferably in this order:

- Transmittal letter.
- Table of Contents.
- Introduction of the firm, giving a brief history of the firm, its location, and the locations of any satellite offices, including sub-consultants intended to provide services under the proposal.
- Statement of offeror’s understanding of the services to be provided under this RFP. In addition, the offeror must give assurance that this contract will be fulfilled on time.
- Team organization chart.
- Team members qualifications and experience.
- GSA Form 330.

- Insurance Certificates
- Statement of any proprietary information in the proposal

**EVALUATION AND AWARD**

**COMPETITIVE NEGOTIATION**

The procurement method is competitive negotiation of professional services, in accordance with the Code of Virginia § 2.2-4302.2. This RFP indicates, in general terms, the nature of the program and services being sought for the Project. Each Offeror is to submit the proposal(s) that an Offeror believes would best suit the needs of the Jail for this Project. The specific requirements for the contents of the proposals are contained in this RFP. Offerors are encouraged to provide additional information not specifically identified as a requirement if that additional information enables the proposal to better suit the needs of the Jail for this Project.

A contract will be awarded to the most responsive and responsible offerors whose proposals are deemed most advantageous to the Authority. The Authority reserves the right to accept the proposals which in its judgment, will best serve the interests of the Authority. Following the receipt of proposals, a committee will review the proposals received and rate the proposals based on the qualifications and directly applicable experience of each offeror and individuals making up the project team. Particular attention will be paid by the Authority in the selection process to similar projects and instances where individual team members have worked together.

The Authority’s evaluation criteria and evaluation score will include the following:

	<u>Criteria</u>	<u>Score Points</u>
1.	Firm’s demonstrated understanding of the tasks and quality assurance approach/procedures.	25
2.	Qualifications and experience of the firm in performing similar projects.	20
3.	Experience and qualifications of key individuals to be assigned to the work.	20
4.	Expected time of completion.	15
5.	Overall quality and completeness of proposal.	10
6.	Degree of firm’s capability to perform tasks in-house.	10
	Total	100

When all proposals received have been reviewed and rated, the Authority anticipates that interviews will be conducted with top offerors based on the evaluation criteria. Once these interviews have been conducted, the offerors final ranking will be based on proposal content and the interview. The Authority, at that time, will begin negotiations with the firm ranked first. If a contract cannot be negotiated for Task 1 that is both economical and advantageous to the Authority, negotiations will be terminated and the Authority will begin negotiations with the firm ranked second. Negotiations will proceed with firms in their ranked order until a contract has been awarded.

In the event that a single offeror is uniquely qualified, or clearly more highly qualified than other offerors offering proposals for this service, the Authority may so state this fact, give a reasonable explanation for this decision and enter into negotiations with the uniquely qualified offeror.

The Authority reserves the right to reject any and all proposals and to waive any informality or technical defects if, in its judgment, the best interests of the Authority will be serviced as specified in Virginia Code §2.2-4319.

The Authority will provide public notice announcing its decision to award the contract by posting the Notice of Intent to Award on the Authority website, Virginia's eProcurement portal, and by emailing the notices to all offerors submitting a proposal.

### **PRE-PROPOSAL CONFERENCE**

At this time, it is believed that a formal pre-proposal conference is not required. You may visit Middle River Regional Jail during normal operating hours.

Should there be questions, please contact Jeanne Colvin, Director of Finance at [jcolvin@co.augusta.va.us](mailto:jcolvin@co.augusta.va.us) or (540) 245-5420- ext. 1162, or cell phone 540-290-4051.

### **GENERAL TERMS AND CONDITIONS**

**PRECEDENCE OF TERMS:** In the event there is a conflict between the general terms and conditions and any special terms and conditions which may be included in this solicitation for use in a particular procurement, the special terms and conditions shall apply.

**CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the contact person whose name appears on the face of this Request for Proposal, no later than five (5) days before the due date. Any revisions to the solicitation will be made only by addendum issued by the Jail Authority.

**PAYMENT TERMS:** Payments will be made upon completion of the project, unless otherwise negotiated with the successful offeror and agreed to by the Authority.

**QUALIFICATIONS OF OFFERORS:** The Authority may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the Authority all such information and data for this purpose as may be requested. The Authority reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Authority further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Authority that such offeror is properly qualified to carry out the obligations of the contract and to complete the work or furnish the item(s) contemplated therein.

**ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the offeror in whole or in part without the written consent of the Authority.

### **INSURANCE:**

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages and limits at the time the contract is awarded, and the offeror further certifies that the offeror and any subcontractors will maintain these insurance coverages and limits during the entire term of the contract and that all insurance will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission and shall be administered by a Virginia registered agent:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Jail of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$500,000.
3. Commercial General Liability – Not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Middle River Regional Jail Authority must be named as an additional insured and so endorsed on the policy, as demonstrated to the sole satisfaction of Middle River Regional Jail Authority.



4. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Authority is to be used in the contract. Offeror must assure that the required coverage is maintained by the Offeror (or third-party owner of such motor vehicle.)
5. Professional Liability - Not less than \$2,000,000 per claim and \$4,000,000 aggregate.
6. Excess liability insurance umbrella form of not less than \$2,000,000, or such other insurance as is satisfactory and may be approved by the Authority in its sole discretion.

Prior to the cancellation of the above described policies before the expiration date thereof, the issuing insurer shall mail 10 days' notice of the impending cancellation to the Authority.

**ETHICS IN PUBLIC CONTRACTING:** By submitting its proposal, each offeror certifies that its proposal is made without collusion or fraud, and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with its proposal.

**ANTI-DISCRIMINATION:** By submitting its proposal, each offeror certifies to the Authority that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Public Procurement Act, and that during the performance of this contract, such offeror agrees as follows:

- a) The offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by the state law relating to discrimination in employment, except when there is bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b) Notices, advertisements and solicitations placed by or on behalf of the offeror will state that such contractor is an equal opportunity employer.
- c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d) The offeror will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**DRUG-FREE WORKPLACE:** During the performance of this contract, each offeror agrees to (i) provide a drug-free workplace for the offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the offeror's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the offeror that the offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**PUBLIC INSPECTION OF PROCUREMENT RECORDS:** Proposals submitted shall be subject to public inspection only in accordance with Virginia Code § 2.2-4342.

**COSTS OF PROPOSAL PREPARATION:** Any costs incurred by an offeror in preparing or submitting a proposal are the offeror's responsibility. The Authority will not reimburse any offeror for any costs incurred as a result of a response to this Request for Proposal.

#### **SPECIAL TERMS AND CONDITIONS**

**OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for the Authority pursuant to this Request for Proposal shall belong exclusively to the Authority and be subject to

public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.); however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

**CANCELLATION OF CONTRACT:** The Authority reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the successful offeror.

**OBLIGATION OF OFFEROR:** By submitting a proposal, each offeror covenants and agrees that it has satisfied itself, from its own investigation of the conditions to be met, that it fully understands its obligation and that it will not make any claim for, or have right to cancellation or relief from the contract because of, any misunderstanding or lack of information.

**COMPLETION:** Proposal must show number of days required to complete the project under normal conditions. Failure to state completion time obligates offeror to complete the project according to the Authority's schedule. Unrealistically short or long completion promised may cause proposal to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from offerors list.

## **ATTACHMENT A- VIRGINIA CODE SECTION**

§ 53.1-82.1. Approval of jail projects by the Board; plan for community corrections.

The Board shall promulgate regulations requiring localities seeking approval of a jail project to (i) submit a community-based corrections plan and (ii) demonstrate that the project can be completed and operated in a cost-efficient manner. Such regulations shall require, at a minimum, the following:

1. That the request include an analysis of staffing needs and a six-year operating budget for the proposed facility;
2. That the request include a plan for development and implementation of pre-trial detention alternatives and post-disposition punishment alternatives on a systematic local and regional basis, which plan shall be reviewed, modified and approved by the Board with assistance from the Department of Criminal Justice Services; and
3. That the project be based on a locality- or region-specific jail population forecast, which shall include an analysis of the impact on the jail population of the alternatives identified pursuant to subdivision 2 of this section, and which forecast shall be reviewed by the Department of Criminal Justice Services.

The Board shall approve no proposed jail project which does not conform to the regulations promulgated pursuant to this section.

The provisions of this section shall not apply to jail renovation projects which do not result in a net increase in available bed space.

1993, cc. 387, 787; 2000, c. [1040](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.