

**OFFICE OF THE COUNTY ADMINISTRATOR**

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September 11, 2018

TO: Mahesh Sharma, County Administrator

FROM: David Farmer, CPA, Director of Budget and Administrative Services

SUBJ: Jail Needs Assessment & Juvenile Detention Assessment request to negotiate contract

A committee of Sheriff, Juvenile Detention Center, Facilities and Support Services, Human Resource and Administrative staff requested proposals from vendors to assess and recommend solutions for

- 1) Jail special management housing, intake housing and flexible housing;
- 2) Jail usable housing capacity for juveniles housed as adult offenders;
- 3) Juvenile Detention Center needs assessment for housing capacity;
- 4) Juvenile Detention Center financial and operating benefits of co-locating with jail to provide common services (programs, kitchen, laundry, transport, health services);
- 5) Jail optimum capacity and projected net operating costs, including out of county inmates from other jurisdictions; and
- 6) Juvenile Detention Center optimum capacity and projected net operating costs, including county juveniles from other jurisdictions.

Three responses were received and evaluated by the committee:

- Matrix Consulting Group, partnered with K2M Design
- Prochaska & Associates
- Wold Architects & Engineers; partnered with Justice Planners, LLC

Proposals were evaluated for similar work history, project approach and description, references, past project performance, and fees. The committee met on September 11, 2018 and evaluated the proposals and is requesting to negotiate the final contract with Wold Architects & Engineers, partnered with Justice Planners, LLC.

**Technical Quality of Proposal**

Wold Architects was rated the most preferred vendor of the three in all categories. Specifically, the planned work summary and associated tasks to reach the achievable solution while considering the inmate population, user population projections, forecasted capacity requirements, facility condition and usage, space requirements, staffing and strategic direction best fit the

committee's judgement of this project. Additionally, listed references address similar projects across the nation.

**Price proposal**

The current proposal is a total fixed fee proposals of \$77,000 plus reimbursable expenses. If solutions are implemented and they are retained for further services, up to 25% of this fee for the additional services. Actual reimbursable are not to exceed \$8,000 and include travel, postage etc.

**Recommendation**

At this time, the committee is seeking to negotiate a final contract with Wold Architects & Engineers, partnered with Justice Planners, LLC. A final contract will be forwarded for the Chair to sign, not to exceed the contract price proposal above. Members of the committee will be available at the September 18, 2018 committee of the whole meeting to address further questions.

CC:

Sheriff Tim Lane

Jeremy Kaiser, Juvenile Detention Center Director

Tammy Speidel, FSS Director

Mary Thee, Assistant County Administrator and Human Resources Director

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

September 20, 2018

#### APPROVAL TO NEGOTIATE CONTRACT WITH WOLD ARCHITECTS & ENGINEERS FOR JAIL ASSESSMENT AND JUVENILE DETENTION ASSESSMENT

**BE IT RESOLVED BY** the Scott County Board of Supervisors as follows:

Section 1. That the engagement letter from Wold Architects & Engineers be negotiated by staff, in the amount not to exceed \$85,000, for services is hereby accepted and approved for proposed consulting services.

Section 2. That the Board Chair is hereby authorized to sign the engagement letter on behalf of the Board.

Section 3. This resolution shall take effect immediately.