



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE**
County of Champaign, Urbana, Illinois
Wednesday, April 16, 2014, 6:30 pm

****JOHN DIMIT CONFERENCE ROOM (RPC POD 100)****

Brookens Administrative Center
1776 E. Washington St., Urbana

Committee Members:

| | |
|--------------------------------|-----------------|
| Stan James - Chair | Gary Maxwell |
| James Quisenberry – Vice-Chair | Giraldo Rosales |
| Josh Hartke | Rachel Schwartz |
| Jeff Kibler | |

FACILITY TOUR: 1776 E WASHINGTON ST. (BROOKENS) – 5:45 P.M. – MEET IN RPC POD 100 DIMIT CONFERENCE ROOM

FACILITIES COMMITTEE MEETING: John Dimit Conference Room (RPC Pod 100) – 6:30 P.M. (NOTE LOCATION CHANGE)

| | AGENDA | Page |
|-------|---|--------------------|
| I. | Call to Order | |
| II. | Roll Call | |
| III. | Approval of Minutes | |
| | A. Facilities Committee Meeting – March 4, 2015 | 1 |
| | B. Facilities Committee Meeting Change Proposal dated March 19, 2014 | 6 |
| IV. | Approval of Agenda/Addenda | |
| V. | Public Participation | |
| VI. | Communications | |
| VII. | Sheriff | |
| | a. Approval of RFQ2014-005 for Sheriff's Operations Master Planning | Separate Enclosure |
| VIII. | Facilities Director's Report | |
| | A. Approval of ITB 2014-006 Installation of Air-Cooled Chillers at the Brookens Administrative Center | Separate Enclosure |
| | B. Approval of the ILEAS demolition Bid | Separate Enclosure |
| | a. Update on PACA | |
| | C. Update on Courthouse Clock Tower LED lighting replacement | |
| | D. Update on Illinois Green Business Association Project | |

Champaign County strives to provide an environment welcoming to all persons regardless of disabilities, race, gender, or religion. Please call 217-384-3776 to request special accommodations at least 2 business days in advance.

**Champaign County Board
Facilities Committee
Agenda**

**April 18, 2014
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- IX. Other Business
- X. Chair's Report
 - A. Future Meeting Tuesday, May 6, 2014
 - B. Facility Tours
- XI. Designation of Items to be Placed on the Consent Agenda
- XII. Adjournment

Committee Meetings and County Board Meetings are broadcast on Comcast Public Access and at <http://www.ustream.tv/channel/champco1776>

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Champaign County Board Facilities Committee
County of Champaign, Urbana, Illinois

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MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Tuesday, March 4, 2014
TIME: 6:30 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center
1776 E. Washington, Urbana, IL 61802

Committee Members

| Present | Absent |
|--------------------------------|--------------------|
| | Stan James (Chair) |
| James Quisenberry (Vice Chair) | |
| Josh Hartke | |
| Jeff Kibler | |
| Gary Maxwell | |
| Giraldo Rosales | |
| Rachel Schwartz | |

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County Staff: Dana Brenner (Facilities Director), Deb Busey (County Administrator), Van Anderson (Chief Deputy County Administrator of Finance), Chief Deputy Allen Jones and Captain Shane Cook (Sheriff's Office), Linda Lane (Recording Secretary)

Others Present: Chris Alix, John Jay, Jim McGuire, Pattsy Petrie (Champaign Co Board), members of the public

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MINUTES

I. Call to Order

Committee Vice-Chair Quisenberry called the meeting to order at 6:04 p.m.

II. Roll Call

A verbal roll call was taken and a quorum was declared present.

III. Approval of Minutes

A. December 3, 2013

MOTION by Mr. Rosales to approve the minutes of the December 3, 2013 meeting as distributed; seconded by Mr. Hartke. Upon vote, the **MOTION CARRIED unanimously**.

IV. Approval of Agenda

MOTION by Mr. Hartke to approve the agenda; seconded by Mr. Kibler. Upon vote, the **MOTION CARRIED unanimously**.

V. Public Participation

Chris Evans from District 8 talked about an email sent to Sheriff Walsh in 2012 from then mental health nurse Harmony Goorley (he handed out copies). Mr. Evans suggested that before they build a mental health pod the committee should ask why prosecute the mentally ill at all. He also handed out information that warns of building a mental health pod. Mr. Evans moved to an article about the use of isolation cells to house the mentally ill. He commented some counties and states are being sued for the misuse of isolation cells. He stated that five deaths occurred in isolation cells in this county. Mr. Evans said that the police currently take mentally ill people to jail

45 because the mental health system in Illinois has been dismantled. He asked that money be spent on creating mental
46 health facilities rather than on a jail.

47
48 **VI. Communications**

49 **A. Sheriff Dan Walsh to discuss jail facility needs**

50 Chief Deputy Allen Jones said the Sheriff was sorry he was unable to be here tonight and that he would be
51 doing the presentation instead. He noted that Captain Shane Cook, the jail administrator, was also here.

52
53 Chief Deputy Jones started by reporting that the Downtown Jail has a bedded capacity of 131 people and they
54 no longer have a dormitory functioning there. The Satellite Jail has a bedded capacity of 182, bringing the total
55 capacity to 313. He showed a slide with the average daily population from 2004 to 2013, and noted that in 2004
56 the average was 340 (above capacity), but due to significant initiatives over the past few years they have been
57 stabilizing below capacity. He commented that the population went from 242 people on average in January
58 2013, to 209 people on average for December 2013. Chief Deputy Jones stated that reduced population is
59 positive in that it helps them with housing, classification, and activities. He explained that the Sheriff's office
60 and Corrections don't have the ability to directly affect the numbers. He said they have monthly meetings with
61 the Criminal Justice Executive Committee who are presented with this population information.

62
63 Chief Deputy Jones next talked about population by month, which has continued to decrease through February
64 2014. He said they get asked a lot is why everyone isn't at the Satellite Jail. Chief Deputy Jones explained that
65 there are requirements to keep some people in separate locations, for their best interests, that don't allow
66 them to move everyone to the Satellite Jail. He said that isn't proper corrections management and not what the
67 Sheriff's office is going to do. Chief Deputy Jones pointed out that even though they could house additional
68 people in the booking area, it is not in the best interest to crowd the holding area with special needs inmates.
69 He said they have cooperated at every step in the process in the matters of the finding of ILPP and the Criminal
70 Justice Task Force and are working towards implementing many different things with the community.

71
72 Chief Deputy Jones pointed out that the current facility doesn't give the ability to manage the inmates they
73 have. He indicated that Community Elements is looking for space to help inmates with re-entry and that there
74 isn't any space available to give them. He stated that Sheriff Walsh's has said that the specific layout of the jails
75 in not conducive to the needs of the current inmate population and staff. Even if the number of inmates is
76 reduced they need to provide the right kind of space to handle the current inmate problems and legally
77 required separation, as well as appropriate and cost effective security levels. He confirmed that they have been
78 working with Dr. Kalmanoff to implement some changes.

79
80 Chief Deputy Jones explained that even though the numbers are down, everyone can't be moved to the
81 Satellite Jail. He explained the layout of the downtown jail and stated that it is currently the only option for
82 individual cells for those needing separation and segregation. Chief Deputy Jones said they were able to move
83 the women to F1, F2 and F3 at the Satellite Jail. They have since been moved to A1 and A2 with only the cost of
84 tinting some windows, paint on the ground and establishing a few cameras. He summarized some other
85 changes that have been made at the downtown jail.

86
87 Chief Deputy Jones opened the floor for questions. Mr. Jay remarked some people think that no jails are
88 needed, but said that is unrealistic. He pointed out that bad behavior has serious consequences. He felt the
89 Sheriff's office had been unjustly criticized and applauded their accomplishments.

90
91 Mr. Kibler asked if isolation rooms, a special section for role model inmates, and a segregation area were the
92 three main categories of things needed if wanted to move everyone to the Satellite Jail. Chief Deputy Jones
93 replied there were a few more, but that is mostly correct. He reported that they had made a plan yesterday to
94 move everyone but it wasn't ideal.

95
96 Ms. Petrie asked who is on the Criminal Justice Executive Committee. Chief Deputy Jones responded the Sheriff,
97 the Chief Judge, Court Administrator, County Administrator, Probation Director, State's Attorney, and the
98 Public Defender. Ms. Petrie asked for an approximate percentage of people in jail because of mental health
99 issues. Chief Deputy Jones replied about 10-15% of the numbers presented. Ms. Petrie referenced the
100 collaborative effort between Community Elements and both Presence and Carle. She wondered if that will help
101 at the jail with individuals whose issues are more mental health related. Chief Deputy Jones hopes that it will,

102 but noted the effort is mainly intended to reduce recidivism. He stated that they have started issuing more
103 citations in lieu of arrests. Ms. Petrie remarked that spaces at the nursing home are underused and asked if
104 anyone had talked about using a wing for some of these issues. Chief Deputy Jones said not to his knowledge
105 and stated that the current inmate population would not be best served that way. They also don't have the
106 staffing to do that.

107
108 Mr. Rosales wanted to know if the executive committee looked at what can be useful from the ILPP study, and
109 commented that he heard it was a worthless study. Chief Deputy Jones responded they had implemented many
110 things ILPP's report suggested, and they support the Community Justice Task Force recommendations but don't
111 have any direct operational impact at the Sheriff's office. Mr. Rosales asked if there had been any discussion by
112 the executive committee about using not-in-use motels for early release. Chief Deputy Jones said no. Mr.
113 Rosales commented that they had spent money on a study, and with Community Elements, but there are still
114 needs that haven't been met. He is concerned it was all a waste. Chief Deputy Jones responded by stating that
115 it was not a waste and the numbers have been a result of many different police and community actions. He also
116 commented that the Sheriff has been very specific in communications for years that the facility is the issue for
117 them to manage the inmates. Mr. Rosales indicated that some board members felt the \$100,000 should be
118 used to refurbish the downtown jail instead of programs with Community Elements. Chief Deputy Jones
119 commented that Sheriff Walsh was very specific in answering this question by requesting that they begin the
120 process of engaging a planner to assess specific needs in these areas, develop plans to deal with needs
121 considering operations in current facilities, and to consider options. He said they aren't asking for an
122 architectural component but to discuss separation needs and guides and get some suggestions.

123
124 Mr. McGuire said he liked the whole process to try to bring the numbers down. He pointed out they are now at
125 a point of what happens to the jail. He noted they want a jail that is safer and healthier for staff and inmates.
126 He commented that the separation list is longer than one would think. Mr. McGuire stated that a lot of things
127 have to happen at the satellite jail if the downtown jail were taken away. He is hoping the committee starts the
128 process to build a building that improves the criminal justice system to help everyone in the community.

129
130 Mr. Maxwell asked if they could reconfigure the satellite jail to meet their needs as far as the classification and
131 still have a factor of safety or will they need to increase the total number of beds with an addition. Chief Deputy
132 Jones stated that they don't want to pursue a greater capacity than they currently have when the two facilities
133 are added together. He noted they don't have the segregation, the special needs, or the capacity to address
134 those with mental health crisis or medical issue, of which there has been an increase. The studies being talked
135 about are things such as a medical and mental health pod with on-site providers, and they are looking to do
136 more than just build.

137
138 Mr. Rosales wanted to know if there was any current rehabilitation treatment at the jails. Chief Deputy Jones
139 said there is no treatment. Mr. Rosales suggested having programs, such as GED or ESL, to help a person be a
140 better contributing citizen when they leave the jail. Chief Deputy Jones responded that the average stay is less
141 than 15 days, the average stay for those sentenced is less than 30 days, and implementing long term programs
142 wouldn't make sense.

143
144 Mr. Quisenberry stated that much of this discussion was about justice issues and encouraged the committee to
145 discuss these issues during the justice portion of the COW. He pointed out that facilities is an outcome of that
146 discussion. He referred to what Dr. Kalmanoff has said about this community needing to decide what it needs a
147 jail for, how it's used, and how much jail it needs. Mr. Quisenberry felt that was a decision to come from the
148 Justice Committee. He indicated that the Facilities Committee needs to understand the issues so that they can
149 do what they may be asked to do. Mr. Quisenberry also felt the numbers for the winter would be much
150 different from the numbers for July. Chief Deputy Jones confirmed that numbers will go up in July but they are
151 optimistic that the numbers will still be low. Mr. Quisenberry again suggested that a large portion of this
152 discussion needs to go to Justice.

153
154 **VII. Facilities Director's Report**

- 155 A. Discuss the concept of hiring a Mechanical Electrical Plumbing Engineering Firm (MEP) to assist in replacing
156 Brookens Administrative Center HVAC Systems

158 Mr. Brenner reported that he would like to hire and MEP to provide an analysis and proposal for replacing the
159 mechanicals at Brookens. He would like the MEP to help formalize a master plan, staged in pieces, with the
160 chillers at Brookens being the most pressing. Mr. Brenner indicated the MEP would help write the bid
161 documentation and the projects would be spread over several fiscal years. He stated the County would be
162 acting like a general contractor, doing some of the work themselves and hiring out some. Mr. Brenner asked for
163 permission from the committee to seek and an MEP to do an RFP to be able to start the process in the spring.
164

165 Mr. Maxwell noted that this continues the discussion started in December and felt the RFP could also include
166 civil engineering. **MOTION** by Mr. Maxwell to move forward with release of an RFP; seconded by Mr. Rosales.
167 Ms. Busey stated the committee has the authority to approve the release of an RFQ/RFP that is relevant to
168 facilities issues; therefore it does not need to go to Policy. She asked for clarification they were talking about an
169 RFQ utilizing the QBS process. The answer was yes, that is the case.
170

171 Mr. Hartke feels this is a good idea and hopes qualifications of the engineering firm include experience with
172 green options, SEDAC and Energy Now grants.
173

174 Mr. Kibler asked if the motion was to start the process of creating the RFP and wondered if a motion was even
175 needed since they aren't sending anything out, only discussing the idea. Ms. Busey asked if the motion was to
176 approve the development and release of an RFQ, pointing out that meant it wouldn't necessarily come back to
177 the committee before it went out. Mr. Maxwell agreed it was. Ms. Busey stated that Mr. Hartke added
178 language that he would want to be included in consideration of the RFQ and the evaluation process. She
179 suggested talking about the evaluation process and does the entire committee want to be engaged. Mr.
180 Quisenberry inquired that the motion on the table was what Mr. Rosales wanted to second. Mr. Rosales
181 confirmed it was.
182

183 Mr. Kibler recommended tabling the motion and sending it back to the Facilities Director and Chairman to
184 come up with language. **MOTION TO DEFER TO NEXT FACILITIES MEETING** by Mr. Kibler; seconded by Mr.
185 Hartke. Mr. Hartke indicated that the motion to defer would allow the committee to look at the RFP before it
186 goes out. Mr. Quisenberry stated the goal would then be to issue the RFP first thing in April and asked Mr.
187 Brenner if that would be acceptable. Mr. Brenner said it would and said as RFQ goes out Mr. James is working
188 on formulating a review committee. Mr. Quisenberry said that should be suggested in the language they see in
189 April. Upon vote, **MOTION TO DEFER CARRIED unanimously**.
190

191 B. Update on the ILEAS demolition project – asbestos, PACA, RFP for demolition
192

193 Mr. Brenner reported that OEAS had completed the asbestos review of ILEAS. He stated that they took 96
194 samples that did come back with asbestos in several areas, but purposely didn't test the floor assuming that
195 asbestos was present there due to age. Mr. Brenner stated that IGW has put together a document for putting
196 the demolition bid together. He indicated they had contacted PACA who is interested in many items. Mr.
197 Brenner said they worked with the county attorney for a release of liability agreement for PACA to sign. He
198 reported that they look to begin demolition in the spring and conclude sometime in June.
199

200 C. Discuss the need for a building inventory/maintenance data base program
201

202 Mr. Brenner pointed out the importance of having a building inventory database to keep track of all the
203 mechanicals in all the buildings. He would like a work order system tied to it, recording requests for work to be
204 done as well as the work that staff members do with respect to mechanical systems, building projects, etc. He
205 suggested that a preventive maintenance schedule be included as well as purchasing and inventory. He said
206 they are investigating different software programs and are being very price conscience.
207

208 Mr. Maxwell inquired about using the GIS program to do some of the work as far as mapping the buildings and
209 the utilities that serve them. Ms. Busey stated that is not part of their core function so it would have to be
210 contracted with them. Mr. Quisenberry said he would be surprised if their services would be a good fit for this.
211 He said they could be importing building plans and drawings into a system, but it's not usually mapping
212 locations, which is what GIS does. He said the issue is that there are major systems that can vary quite a bit in
213 price. He also said that he sees 1/3 to 1/2 of an IT person dedicated to this software. Mr. Quisenberry felt it could
214 be a very important tool as far as efficiency. He noted most of these tools have two other aspects; tracking

215 work, tracking square footage of the types of work being done, and estimates for the amount of time a job
216 should take.

217
218 D. Update on the Courthouse Clock Tower LED lighting replacement

219
220 Mr. Brenner stated that Aladdin Electric and Springfield Electric are working to find lights to provide adequate
221 lighting to meet the current levels for the clock tower, both inside and out. He noted that there are a total of 24
222 fixtures within the tower; on the exterior there are eight lighting the faces and 16 lighting the exterior. Mr.
223 Brenner said the west side already has two LEDs installed. He has asked manufacturers for light samples and
224 these will be tested at night on the lower portion of the tower. Prices last summer were relatively expensive,
225 but Mr. Brenner said he has been able to find some under \$300. He said they have reached out to ask about the
226 committee fund paying for this and has been told that is a definite possibility.

227
228 Mr. Jay asked if the LED lights have a longer life expectancy. Mr. Brenner said they are rated for 10-12 years and
229 that after that time the light output will be 70% of functioning capacity. He said they could last longer but the
230 light supply will continue to diminish.

231
232 E. Update on the Illinois Green Business Association Project

233
234 Mr. Brenner confirmed that the Illinois Green Business Association contract will be finalized this month. He said
235 they want to set up a Brookens working staff committee and will a kick off meeting in about two weeks. They
236 will go through the assessment and then the committee and IGBA will put a plan together of management
237 practices in order to reach certification, a process that should be completed this fall. Mr. Brenner noted that
238 IGBA will also help find SEDAC funding, and they have talked to some local companies that can help with that as
239 well. Mr. Quisenberry felt this was money well spent.

240
241 **VIII. Semi-Annual Review of Closed Session Minutes**

242
243 **MOTION** by Mr. Kibler to keep closed session minutes closed; seconded by Mr. Hartke. Upon vote, the **MOTION**
244 **CARRIED unanimously.**

245
246 **IX. Other Business**

247 None

248
249 **X. Chair's Report**

250 A. Mr. Quisenberry stated that the next meeting will be April 8, 2014, 6:30pm in the Lyle Shields meeting room.

251 B. Mr. Brenner said there will be a tour of Brookens Administrative Center at 5:45 pm.

252
253 **XI. Designation of Items to be Placed on the Consent Agenda**

254 None

255
256 **XII. Adjournment**

257 MOTION to adjourn by Mr. Hartke; seconded by Mr. Kibler. There being no further business, Mr. Quisenberry
258 adjourned the meeting at 7:48 p.m.

Champaign County Board Facility Committee
Wednesday, March 19, 2014

Proposal

Phone roll-call vote seeking to permission to move the previously scheduled County Board Facility Committee Meeting from Tuesday, April 8th to Wednesday, April 16, 2014

Purpose

Moving the committee meeting date allows the Facility Committee an opportunity to review the Request-for-purchase bids (#2014-004) due on Monday, April 14th.

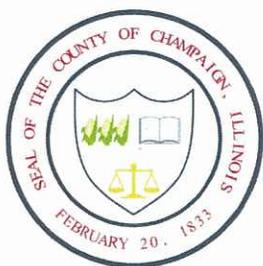
Project – Old Nursing Home Demolition - approximately 5,500 sq. ft. of existing building

This project consists of disconnection and capping of existing utilities, partial demolition of existing building including complete removal of building structure and foundations and filling/grading of demolition hole. Repair existing structure where building is removed and fill-in openings with doors and walls. The project will be constructed under a single general contract. An alternate consists of removing an existing concrete steam tunnel along with all associated piping. Cap all pipes and fill all penetrations.

| <u>Board Member</u> | <u>Phone Number</u> | <u>Vote for</u> | <u>Vote against</u> |
|--------------------------------|----------------------------|------------------------|----------------------------|
| Stan James - Chair | (217) 892-2711 | X | |
| James Quisenberry – Vice-Chair | (217) 840-6200 | | X |
| Josh Hartke | (217) 390-2808 | X | |
| Jeff Kibler | (815) 200-9159 | X | |
| Gary Maxwell | (217) 493-0535 | | X |
| Giraldo Rosales | (217) 766-6109 | X | |
| Rachel Schwartz | (217) 352-0945 | X | |

Reminder

Our April 2014 Facility Committee Meeting will begin at 5:45pm with a tour of Brookens (please meet in Lyle Shields for the tour). The regular meeting shall begin at 6:30pm in the Lyle Shields Meeting Room



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Debra Busey, County Administrator

To: Chair Stan James and the Members of the County Facilities Committee

From: Van A. Anderson, Deputy County Administrator of Finance *V.A.A.*

Subject: Request for Qualifications (RFQ) for Sheriff's Operations Master Planning

Date: April 11, 2014

cc: Debra Busey, County Administrator
Dan Walsh, Sheriff
Allen Jones, Chief Deputy Sheriff

The September 2013 Institute for Law and Policy Planning (ILPP) report "Champaign County Criminal Justice System Assessment: Final Report" stated "Champaign is strongly advised to pursue a facilities master plan for both county buildings and jail, to plan for the building, renovation, expected maintenance costs of criminal justice and all other functions." The attached request for qualifications (RFQ) has been developed to address this recommendation by selecting a firm that will develop a facilities master plan encompassing the Sheriff's operations, jails, and support programs (e.g., the Reentry Program funded by the County Board). Incorporating adequate facilities for support programs into the plan also would address an action item by the National Institute of Corrections (NIC) in its May 2011 report update that recommended "the Jail Superintendent with the full support of the Sheriff, seek to expand the current programs (AA, NA, GED, Bible Study, Friday Prayer, Religious Services and Library) to include Anger Management, Domestic Violence, Thinking Errors, job Search, etc., provided by community program volunteers working with inmates while they are in jail."

At this time, the County Facilities Committee is being asked to approve the release of the RFQ to begin the process outlined below that will result in a facilities master plan for all the Sheriff's operations. The RFQ, as written, will follow the Qualifications-Based Selection procedure that facilitates the selection of professional firms based on the firm's qualifications and competence in relation to our preliminarily defined scope of services. The process involves the following steps:

1. The Sheriff identified the scope of work which is the basis of the RFQ.
2. The Selection Committee was recommended to consist of: The Chair of the County Facilities Committee, the Vice-Chair of the County Facilities Committee, the County Administrator, the Deputy County Administrator of Finance, the Facilities Director, the Sheriff, and the Chief Deputy Sheriff.
3. The approval for release of the RFQ is requested from the County Facilities Committee on Wednesday, April 16, 2014. The remaining process steps assume approval to release is granted.
4. The RFQ will be released on Thursday, April 17, 2014.

Chair Stan James and the Members of the County Facilities Committee

April 11, 2014

Page Two

5. Statements of Qualifications are received from the interested firms on Friday, May 2, 2014.
6. The Selection Committee evaluates the Statements of Qualifications and establishes a shortlist of qualified firms by Friday, May 9, 2014.
7. A tour of the Sheriff's facilities is arranged for the shortlisted firms for the week of May 12, 2014.
8. The shortlisted firms will be interviewed during the County Board Study Session scheduled for the evening of May, 27, 2014, beginning at 6:30 p.m.
9. The three firms are ranked in order of qualifications based on the submitted Statement of Qualifications and the outcomes of the interviews.
10. Negotiations are conducted with the top-ranked firm relative to the actual scope, services, fee payment, schedule, and contract. If those negotiations fail to reach a reasonable agreement, they are terminated and negotiations begin with the second-ranked firm. This process continues until an agreement is reached and a firm is selected.

Van A. Anderson



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Debra Busey, County Administrator

**REQUEST FOR QUALIFICATIONS
FOR SHERIFF'S OPERATIONS MASTER PLANNING
FOR THE COUNTY OF CHAMPAIGN**

RFQ Number 2014-005

**ISSUE DATE:
April 17, 2014**

CLOSING LOCATION:
Champaign County Administrative Services
ATTN: Van A. Anderson
1776 East Washington Street
Urbana, IL 61802

**CLOSING DATE AND TIME:
FRIDAY, May 2, 2014, Noon**

Eight (8) copies of the Statement of Qualifications must be presented by noon on Friday, May 2, 2014. At 1:00 p.m. on that date, the names of the respondents will be read aloud and recorded. (Please print RFQ 2014-005 on the lower left corner of package.)

**REQUEST FOR QUALIFICATIONS
FOR SHERIFF’S OPERATIONS MASTER PLANNING
FOR THE COUNTY OF CHAMPAIGN
RFQ Number 2014-005**

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Section 1 – General Information

1-1 Purpose of the Request for Qualifications

On behalf of the County of Champaign, Illinois, the Champaign County Facilities Committee, through the Administrative Services Department, is pleased to issue this Request for Qualifications (“RFQ” or “Solicitation”) to invite firms to submit their Statement of Qualifications to become eligible for a possible interview for professional services related to facility master planning and detailed facility space programming related to the Sheriff’s law enforcement and jail operations and support programs provided to inmates.

The County of Champaign Currently operates two jails. The older jail and the Sheriff’s Office and operations are housed in downtown Urbana. The downtown jail can bed a maximum of 131 prisoners. A newer jail, commonly known as the satellite jail, is located about a mile away on a large plot of land owned by the County and surrounded by other buildings owned by the County. This jail can currently bed 182 prisoners.

The County is interested in obtaining the services of a qualified criminal justice planning and architectural firm to assist the County and the Sheriff in determining the needs, exploring the options, and the approximate costs associated with the facilities housing the Sheriff’s law enforcement and jail operations and support programs provided to inmates including, but not necessarily limited to, the facilities needs for prisoners; personnel; training space; records and other storage; secure evidence storage; and parking needs for the public, employees, and Sheriff’s vehicles. The County is specifically concerned with meeting the housing needs of prisoners with significant medical and/or mental health disorders as well as providing specific space for various programs the Sheriff and the County offer to inmates. The goal is to develop a facility master plan that will accommodate current and future operations, jail, and program needs and that will provide the estimated costs associated with the actions recommended by the master plan.

Relevant reference materials include the following which can be viewed at www.co.champaign.il.us/bids:

1. Champaign County Criminal Justice System Assessment: Final Report, Institute for Law and Policy Planning, September 2013
2. NIC Technical Assistance No. 11J1054 with Update to the Observations and Recommendations, National Institute of Corrections, May 2011

1-2 Request for Qualifications and Firm Selection Timetable

Champaign County will use the timetable below which is expected to result in the selection of a service provider on June 19, 2014, and the beginning of contracted services on July 1, 2014.

| <u>Date</u> | <u>Event</u> |
|---------------------------|--|
| April 17, 2014 | Request for Qualifications Posted & Advertised |
| May 2, 2014 – Noon | Statement of Qualifications Due |
| May 2, 2014 – 1:00 p.m. | Statement of Qualifications Opened – Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL 61802 |
| May 9, 2014 | Selection Committee Establishes Shortlist of Firms |
| May 12-16, 2014 | Shortlisted Firms Facilities Tours |
| May 27, 2014 – 6:30 p.m. | County Board Study Session – Interviews and Ranking of Shortlisted Firms |
| May 28, 2014 | Negotiations begin with Top-Ranked Firm |
| June 19, 2014 – 6:30 p.m. | County Board Approval of Contract for Services with Selected Provider |
| July 1, 2014 | Contracted services begin. |

Champaign County may delay or modify scheduled event dates if it is to the advantage of the County to do so. The County will notify potential Respondents of all changes in scheduled due dates by posting any change in the form of an Addendum on the County's website at www.co.champaign.il.us/bids.

1-3 Instructions

1. All materials related to the RFQ will be available on the Internet at www.co.champaign.il.us/bids. In the event that a potential Respondent does not have download capability, all materials may be obtained from the Champaign County Administrative Services, 1776 East Washington Street, Urbana, IL 61802. Prior to submittal, Respondents shall be responsible for ensuring they have obtained all RFQ materials including any addenda that may be issued. The County will not issue Addenda less than five (5) days prior to the scheduled deadline date and time for receiving proposals, unless said date is to be postponed.
2. All questions concerning the RFQ process and/or the subject of this RFQ shall be directed by e-mail only with the subject Line "RFQ 2014-005" to: vanderson@co.champaign.il.us
3. **Requirements for the Statement of Qualifications.** A Statement of Qualifications shall be made in the official name of the firm under which business is conducted (showing the official firm address) and must be signed in ink by a person duly authorized to legally bind the firm submitting the Statement of Qualifications. Champaign County shall not be responsible for unidentified proposals. Respondents are to include all applicable requested information. The Statement of Qualifications should include the following information:
 - a. Name, address, and brief history of firm.
 - b. Firm's contact person's name, telephone number, e-mail address, and postal address.

- c. Resumes of key personnel to be assigned to this project.
 - d. The firm's capabilities and particular expertise to perform the requested services (i.e., criminal justice planning services including facility master planning and detailed facility space programming for the scope of services articulated below). For example,
 - e. Related experience during the last five years. For example:
 - i. Projects where professional services related to master plan development for Sheriff's operations and/or jail facilities were performed.
 - ii. Examples of other projects that were similar in scope. Include the name of the project, a contact person, and a dollar amount for each example.
 - f. Briefly describe any attributes that distinguish your firm from others offering similar services that would be helpful to the County in the selection process.
 - g. Provide references from your last five local government projects, including name, address, telephone number, and type of consulting and/or planning services performed for those clients.
 - h. Describe any pending litigation of the firm.
 - i. You are invited to include a maximum of five (5) pages of additional information not included above, if you believe it may be useful and applicable to this project.
4. Failure to submit any of the items requested for the Statement of Qualifications may result in a determination that the Statement of Qualifications is non-responsive and eliminated from further review.
5. To be considered, the submittal of the Statement of Qualifications shall include one (1) unbound original (clearly marked as such), one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive (preferred) or CD-ROM, and seven (7) copies. Proposals may be hand delivered or mailed to:

Champaign County Administrative Services
RFQ 2014-005
ATTN: Van A. Anderson
Deputy County Administrator of Finance
1776 East Washington Street
Urbana, IL 61802

The County will not accept nor consider a Statement of Qualifications submitted by facsimile or e-mail transmission. Respondents mailing their proposal must allow a sufficient mail delivery period to ensure timely receipt of their proposal. Champaign

County is not responsible for proposals delayed by mail and/or delivery services of any nature.

The Statement of Qualifications shall be accepted until noon local time on May 2, 2014. Proposals received after noon on May 2, 2014, will not be considered and will be returned to the Respondent unopened. At 1:00 p.m. on that date, the proposals will be opened in the Lyle Shields Meeting Room of the Brookens Administrative Center, 1776 East Washington, Urbana, Illinois, and recorded.

6. Respondents may withdraw their Statement of Qualifications by notifying the County, in writing, at any time prior to the proposal response time deadline. Respondents may withdraw their Statement of Qualifications in person or through an authorized representative. Respondents and authorized representatives must disclose their identity and provide receipt for the proposal. Statement of Qualifications, once opened, become the property of Champaign County and will not be returned to the Respondents.
7. Champaign County reserves the right to interview any, all, or none of the respondents. At its sole discretion, the County will invite short-listed Respondents to interviews. The interviews provide an opportunity for Respondents to clarify their Statement of Qualifications for the County. The County will schedule any such the interviews as indicated in the timetable above.
8. Champaign County reserves the right to reject any and all Statement of Qualifications. The County also reserves the right to cancel this RFQ at any time and/or to solicit and re-advertise for other Statement of Qualifications.
9. Neither the County nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a proposal in response to this RFQ.
10. The successful firm may be required to provide certification of compliance with applicable statutory employment mandates.

Section 2 – Scope of Services

Anticipated service may include, but are not limited to:

1. Determining number of beds and optimal configuration (considering classification issues, existing structure and personnel needs) for normal housing units.
2. Determining number of beds, specific cell design and optimal configuration of housing for those with significant medical and/or mental health issues and adjacency issues with professional services needed or offered to those individuals. (Negative pressure and contagion issues need to be included in the medical needs.)

3. Determining space needs and configuration for office type functions of the Sheriff law enforcement and jail operations including personnel, training space, records and other storage, secure evidence storage, and parking needs for the public, employees and Sheriff's vehicles.
4. Determining space needs and configuration for programs offered to inmates, including office space for both professionals employed by or contracted with the Sheriff and those outside agencies that engage with the Sheriff to provide services to the inmates. (This should also include an analysis of the kitchen and laundry needs.)
5. Determining optimal design of book-in/ intake area.
6. Providing future projections as various populations and needs, if requested.
7. Provide very rough sketches and possible costs and engage in discussions as to options with the Sheriff and County to refine ideas and options so that the Sheriff and County can make informed decisions to give guidance as to what options should be included in # 8 and #9 below.
8. Providing diagrams and schematic drawings (conceptual plans) and discussion as to possible design options of the facility, including recommendations and specific design options for the special needs housing. (All discussions should also include issues of necessary redundancies, serviceability and disaster/emergency operation & evacuation. Appropriate fencing-secure areas for evacuation should be included.)
9. Provide building cost estimates for the various design options.
10. Provide estimates as to operational costs, including personnel needs, as to the various design options.