

**REQUEST FOR QUALIFICATIONS (RFQ)  
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES**

**For**

**BECKER COUNTY JAIL**

**(RFQ Amended April 1<sup>st</sup>)**

**Issued: April 1, 2015**

**Responses Due: May 1, 2015**

**Full RFQ Can Be Located On County Website Page:**

<http://www.co.becker.mn.us/ucfiles/JailRFQ.pdf>

**Jack Ingstad, County Administrator  
915 Lake Ave., 1<sup>st</sup> Floor – Becker County Courthouse  
Detroit Lakes, MN 56501**

**Phone: 218-846-7201**

**Fax: 218-846-7248**

**Email: [jwingst@co.becker.mn.us](mailto:jwingst@co.becker.mn.us)**

## **BACKGROUND**

Currently County correctional services employ the use of 5 different jail facilities to house minimum and maximum inmates due to a lack of available space at a cost of \$350,000 per year. County facilities include a minimum correctional facility/annex with 48 beds and a minimum/maximum correctional facility attached to the County Courthouse with 40 beds and 3 holding cells. While overflow/space constraints occur for both minimum and maximum prisoners, overflow involving maximum prisoners (male/female) requires the utilization of other jail facilities within the region.

## **PURPOSE**

Becker County (County) is seeking to contract with an individual or firm to provide architectural and engineering design services for the planning and design of a jail with up to 140 beds.

## **JAIL SITE/LOCATION**

The County is considering several site locations suitable for jail development and is interested in having the architectural and engineering design firm/individual help identify the final site selection.

## **DESIGN BUILD**

The County is interested in a design build project, but is receptive to considering project management services.

## **TYPE OF CONSTRUCTION**

The County is interested in developing a modular design for the jail similar to the Kanabec County Jail (MN). However we understand that other construction types may be applicable and worth considering for architectural and engineering/design purposes.

## **FACILITY ELEMENTS**

The following facility elements should be considered in the design of the jail:

Administration and Visitor Area

Daylighting

Detention Area

Dispatch (also assist in jail monitoring)

Energy Efficiency

Food Preparation and Storage

Holding Cells (up to 140 beds; accommodate potential future expansion to 157 beds)

Indoor Recreation

Laundry Facilities

Medical Examination

Multi-Purpose Room

Sally Port

## **PROJECT BUDGET**

The County has not set a final project budget but would work with the architectural and engineering design firm/individual to determine project costs.

## **PROJECT SCHEDULE**

The County is interested in an expedited process and project schedule, but would work with the chosen architectural and engineering design firm/individual to determine an appropriate schedule for the project.

## **RFQ TIMETABLE EVENTS\***

RFQ Issue Date	April 1, 2015
Due Date for Written Questions Regarding RFQ (Please email written questions to: <a href="mailto:ghfisch@co.becker.mn.us">ghfisch@co.becker.mn.us</a> )	April 10, 2015
Response to Written Questions Provided on County Website link** by	April 15, 2015
Qualifications Information Due to Becker County	May 1, 2015
Anticipated Announcement of Final Selection of Vendor	May 6, 2015
Anticipated Contract Begins	May 15, 2015

\*Becker County reserves the right to modify the timetable at its absolute sole discretion.

\*\* County website link: <http://www.co.becker.mn.us/ucfiles/JailRFQ.pdf>

## **QUALIFICATIONS EVALUATION**

The following criteria will be utilized to rank proposals:

- **Qualifications**  
Identify all relevant qualifications of person(s)/firm who will be providing services. Respondents should provide the professional credentials and experience of the managing, supervisory or senior personnel proposed for this RFQ.
- **Project Experience**  
Identify demonstrated architectural and engineering design related experience with jail projects and modular jail projects using steel cell and precast concrete construction.

## **SELECTION**

The selection committee will review the candidates and make a recommendation to the full board for their consideration.



**COVER SHEET**

Respondent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Federal ID# or SS#: \_\_\_\_\_

The undersigned agrees and certifies that:

- a) He/she has read and understands all the instructions and conditions contained within the RFQ;
- b) He/she is the Respondent or an authorized representative of the Respondent;
- c) He/she is empowered to bind the Respondent to the agreed upon terms of the Contract;
- d) The information provided by the Respondent is true and accurate;
- e) He/she is bound by and will comply with all requirements, terms, and conditions of this RFQ;
- f) He/she will furnish, or cause to be furnished, all of the qualifications specified in the RFQ and subsequent Contract; and
- g) He/she is submitting the enclosed qualifications for consideration by Becker County.

Authorized Signature: \_\_\_\_\_  
(Respondent/authorized representative must sign this Cover Sheet)

Printed Name: \_\_\_\_\_

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

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

## Answers to Questions Regarding Becker County's Jail RFQ 4/15/2015

Q1: Exactly how would you like us to submit our qualifications?

- a. Number of copies required (hard and electronic)
- b. Addressed to whom? You or the County Administrator (or other)
- c. Address if not in the RFQ.

### Answer 1:

- a. Please submit 3 hard copies and one electronic copy.
- b. Please send hard copies to the address listed on the title page of the RFQ:

ATTN: Jack Ingstad, County Administrator  
915 Lake Ave., 1<sup>st</sup> Floor  
Becker County Courthouse  
Detroit Lakes, MN 56501

Please send electronic copy to:

[jwingst@co.becker.mn.us](mailto:jwingst@co.becker.mn.us)

Q2: Under site locations it states "several site locations". Has the County determined what those locations are and is there information that can be shared about those sites, like location and size?

### Answer 2:

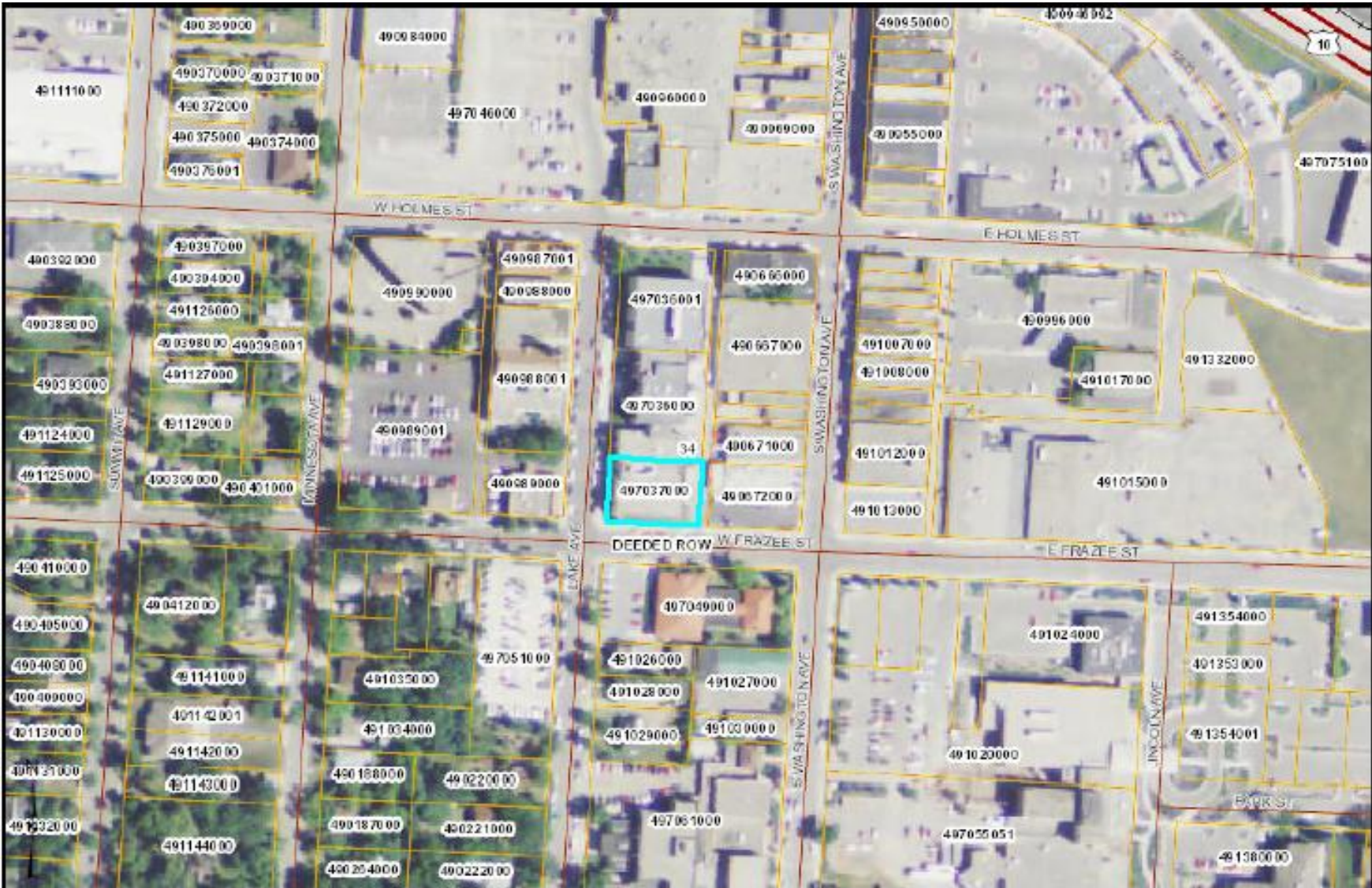
As stated on page 1 of the RFQ under Jail Site/Location "The County is considering several site locations suitable for jail development and is interested in having the architectural and engineering design firm/individual help identify the final site selection."

Two sites currently being evaluated are:


- The current Jail Site (map on p.2), and
- Tower Rd. Industrial Park, both sites/areas are located in Detroit Lakes (map on p.3).

Note: The map entitled "Tower Rd. Industrial Park – Detroit Lakes" (p. 3) shows individual parcels outlined with blue borders that represent a general jail siting area. This is done to provide flexibility in determining the best jail site, as new County and City Highway buildings may, at some future point, be developed close to the existing City of Detroit Lakes' Public Utility Bldg. (ID# 497224049).

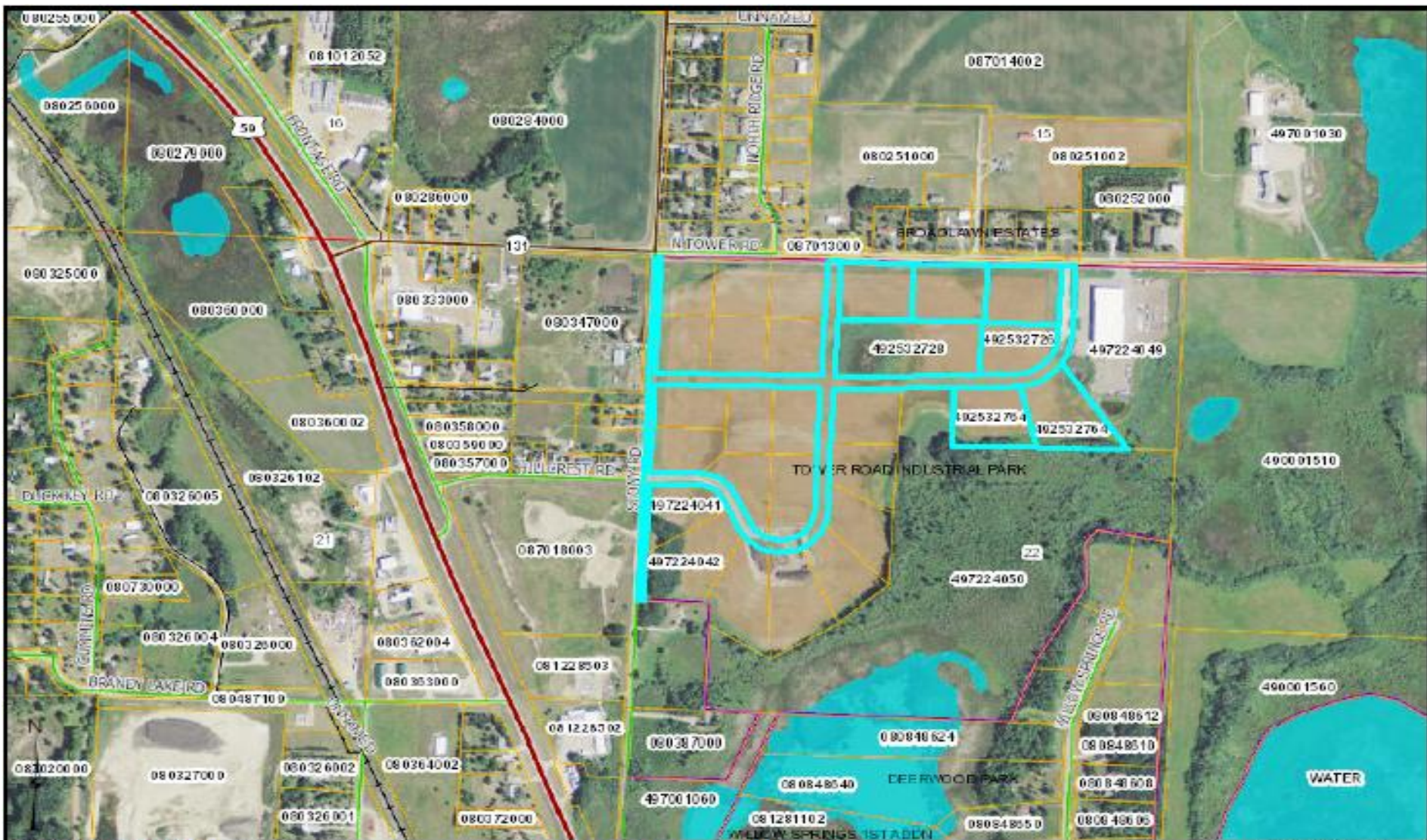
Link to County GIS server: <http://gis-server.co.becker.mn.us/link/jsfe/index.aspx>



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

<b>Existing Jail Site</b>		<b>Becker County</b> 
1:2,368	Date: 4/13/2015	

This map is not a substitute for accurate field surveys or for locating actual property lines and any easement features.



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### Tower Rd. Industrial Park - Detroit Lakes

1:7,894

Date: 4/13/2015

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

Becker County

