

## Request for Qualifications

*Monroe County Justice Complex  
Issued 10/27/2022*

**Purpose:** The Monroe County Board of Commissioners are seeking the services of qualified firms to provide planning, architecture, and engineering services for master planning and design of a criminal justice center, which will include related justice components in addition to the jail, sheriff's department, court rooms and related court space.

The master planning and design, may include, but is not limited to other facilities that help promote transition from jail and mental health treatment facilities. The plan is expected to focus on a correctional facility that employs best practices and emerging trends. The resulting facility should be treatment-based and outcomes-focused rather than the County's current containment model facility. We expect all jail operations to be re-imagined developing a more intentional, coordinated, and robust process of intake, assessment, program matching, service tracking, behavioral incentivization, and transition planning for inmates.

The current jail facility has been operating under a Federal Order regarding its condition since 2008. In 2019, the County commissioned studies of the Criminal Justice System, that included the Jail facility. County's current facility is incapable of consistently ensuring and sustaining constitutional levels of inmate custody and care. Furthermore, the consultants looked at gaps in our community that lead to incarceration and recommendations to help alleviate these gaps.

The studies can be found here:

<https://www.co.monroe.in.us/departments/board.php?structureid=178>

When relocating the jail, considerations about which related Justice components of the County will need to be relocated need to occur. While, currently, no decisions have been made about the relocation of Justice related components, potential relocation could include the Court's and their respective offices along with the offices of Probation, Community Corrections, the Clerk of Court, the Prosecutor, and the Public Defender. In addition, other supportive facilities, such as those described in the reports, may be desired for this area.

The County is currently in the process of procuring land for this endeavor. The project will ultimately be for the master planning of an entire site, but the initial construction is specific to the design and build of an innovative and outcomes focused correctional center that meets all jail operational requirements, Sheriff Department, treatment and mental health programming, visitation for families and attorneys/probation, and adequate space for the efficient use for criminal courts.

### **Goals:**

The goals of the project are as follows:

1. The Master plan, that includes a robust public process, that includes both plans for construction for initial use (the jail, Sheriff's office, and courtrooms) and future use.

2. The Jail facility is expected to have space for to meet the current and short term needs of the County and have additional built out space for future expansion.
3. The area should have a distinctive and attractive landscaping scheme, and common signage that identifies the area.
4. The area should be attractive and inviting to residents, visitors, and serve as a gateway to the City of Bloomington.

### **Project Activities**

Activities in this project will include:

- Master Plan and Construction design for the initial use.
- Design and construction plans for an innovative, treatment based, outcomes focused jail, sheriff's department, and adequate court space for the efficient use for criminal courts.
- Local official, community, and stakeholder involvement
- Construction document phase

### **Submittal requirements**

1. Cover Page and Informational Cover Letter (maximum two pages).
2. Identification, Qualifications, and Key Staff:
  - a. Provide the firm name, office location from where the work will be performed and a brief introduction to the firm's background. Include the name and contact information for the person authorized to negotiate the proposed contract (maximum one page).
  - b. Include a listing of the proposed subconsultants and the tasks to be completed by the prime and each subconsultant (maximum one page).
  - c. Described the project team, organizational structure, and individuals responsible for the delivery of the key tasks (maximum 10 pages).
  - d. Describe the capacity of the team to complete the required work elements (maximum one page).
  - e. Describe the team's experience in providing the required work elements and the approach used on similar projects in the past (maximum three pages).
  - f. Provide up to five similar county jail projects or similar government projects completed by the team and include references for the projects noted (maximum five pages).

3. Presuming you are selected, provide a proposed project schedule through program, design, validation, design, construction documents, and bidding (maximum one page).
4. Provide a description of the prime firm's professional liability insurance policy, including limits (maximum one page).

Submittals must not exceed 20 pages, excluding cover page, dividers, cover letter, and title page. Print submittals one-sided and use a minimum 10-pt. font.

**Selection Criteria:**

The Monroe County Fleet and Building Manager, Richard Crider, David Gardner with ASI, the Sheriff Elect or his designee, Commissioners Administrator, and an Attorney from the County legal department will comprise the review committee who will evaluate and determine all qualified firm(s) to this Request for Qualifications.

The committee may contact any or all respondents to clarify submitted information. Firms will be notified in writing whether they have been placed on the Commissioner Vendor's List.

The committee will request presentations from each submitter, these presentations will be open to the public and may include a public display/presentation.

Upon identification of a need for services, the Commissioners will select a firm or team of firms.

The basis for evaluating firms shall include the ability to undertake projects, professional excellence, demonstrated experience and competence in the services to be provided by the firm(s); education and experience of the project manager and other key personnel; staffing capability, workload and record of meeting schedules, including an assessment of the firm's ability to handle additional work; the nature, quality and relevance of recently completed work; ability and willingness to respond to State and Federal requirements.

**Important Considerations:**

This Request for Qualifications does not obligate the Commissioners to pay any costs incurred by any respondent in the submission of statements of qualifications or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this request for qualifications.

**Responses Due:**

All Request for Qualifications submittals are due at, or before, 3:00 PM local time on November 15, 2022.

Please submit Five (5) bound copies and one electronic copy in PDF of submittals to:

Monroe County Commissioners  
C/O Legal Department  
100 W. Kirkwood Ave  
Bloomington, IN 47404

Qualifications delivered after the due date and time will not be considered.

Questions:

If you need additional information, please contact [jcockerill@co.monroe.in.us](mailto:jcockerill@co.monroe.in.us)