

## Yellowstone County

### Request for Qualifications for Yellowstone County Adult Detention Center Needs Assessment

The Yellowstone County Board of County Commissioners requires services from a qualified criminal justice consulting firm(s) that possess the knowledge, skills and experience in demographic projections, master planning and programming to assist Yellowstone County to develop a comprehensive adult detention center needs assessment. The assessment will include a detailed evaluation of the County's demographics, crime statistics, and population trends, a current and 20 year forecast in 5 year increments for county correctional facility needs. The assessment will include an evaluation of existing correctional facility compared to immediate needs, forecasted demand and develop options for meeting bed capacity projections. Each proposed option will include staffing and financial analysis of construction and ongoing operational costs. Submittals will be accepted until no later than April 8<sup>th</sup>, 2024 by 3:00 p.m.

#### **Project Requirements:**

General requirements but not limited to:

- Current criminal justice (judge counts and arraignment), classifications and detention facilities assessment to include current and projected bed counts by inmate classifications male, female, special needs and unit breakdowns.
- General population trends and project future growth.
- Criminal Justice system workload trends (crime rate/case filings)
- Drug related seizure trends.
- Inmate population characteristics for offence category for both male and female
- Actual and projected jail ADP.
- Review of classification guidelines for male and female detainees, including project confinements criteria.
- Profile the current jail inmates that have special needs.
- Examine trends in the criminal justice system related to special needs.
- Examine current alternatives to incarceration.
- Evaluate the impact of potential changes in the present criminal justice system.

Engage County Stakeholder Perspectives:

- Current limitation on jail bedspace capacity.
- Trends in patterns of substance abuse.
- Recent increases in homicides and assaults with guns.
- Availability of behavioral health crisis intervention, assessment and treatment resources.
- Policy and program strategies to manage jail bedspace use.
- Staffing analysis with Yellowstone County Sheriff's department current and projected.
- Options for meeting bed capacity projections
- Operating budgets for all projections and options

### **Submittal Requirements**

1. Cover letter / Statement of interest.
2. Description of firm's relevant experience with projects of similar size and scope. Provide a narrative to describe how you will approach this needs assessment study meeting the project requirements outlined.
3. List examples of your firm's specific experience with demographic projections specifically relating to criminal justice systems and detention center programming and completing studies of similar scope and size.
4. References and contact numbers from previous representatives of projects completed of similar requirements of scope.
5. Proposed staff and relevant experience. If multiple firms plan to team together to provide consulting services, provide a detailed description of the activities each firm will be primarily responsible for.
6. Proposed work plan and scheduled timeline for the actions to be performed.
7. A minimum of three references that are knowledgeable regarding the firm's recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number(s), contact e-mail address(s), and a brief description of services provided. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for disqualification)

Interested firms are asked to submit 8 copies of any materials submitted as part of their Request for Qualifications submittal packet clearly marked with **"RFQ response- Yellowstone County Adult Detention Center Needs Assessment"**. Submittals to the Board of County Commissioners, PO Box 35000, Billings, MT 59107 or delivered to their office, 316 North 26<sup>th</sup> Street, Stillwater Building 3<sup>rd</sup> Floor, Billings, MT Room 3101. Submittals are to be received no later than 3:00PM MST, April 8<sup>th</sup>, 2024. All Proposals received by this time and date will be acknowledged at 9:30 a.m. April 9<sup>th</sup>, in the Commissioners Board Room 3108, 3<sup>rd</sup> Floor of the Stillwater Building, 316 North 26th street, Billings, MT 59101.

Late Submittals will not be accepted. Submittals will be received no later than 3:00 p.m. April 8<sup>th</sup>, 2024

### **Selection Process**

Submissions will be assessed by a selection committee on the following objective / subjective scale. A maximum of three (3) candidates with the highest numeric scores will be invited to interview at the Owners facility with the selection committee. Unsuccessful candidates will be notified immediately after the selection process is complete. After the interviews the Owner will enter into negotiations with the highest ranked candidate. If negotiations are unsuccessful with the highest ranked candidate, the negotiations will be terminated and start anew with the second ranked finalist, and thus, until a suitable agreement can be reached.

Depending on the number and quality of submittals received, the County reserves the right to make the selection of the preferred firm based on the submittal information alone and may decline to conduct the interview stage of the selection process.

**Numerical Evaluations and subsequent selection of written submittals per MCA 18-8-204:**

1. Overall quality of the submittal and qualifications – 20%
2. Experience with projects of similar size and scope in this region, specifically: - 35%
  - Experience in demographic analysis specific to forecasting criminal justice system and detention center requirements.
  - Experience in programming and designing detention facilities.
  - Clearly demonstrate knowledge of current Montana Correctional Standards, NIC Standards for the “type and description” of Yellowstone County Detention Center
  - Executing best practices of the American Correctional Association “Core Jail Standards”
3. Qualifications and experience of the professional personnel to be assigned to the project including reference checks - 25%
4. Capability to meet time and project requirements and the availability of key personnel to respond in a timely manner- 15%
5. Local professional resources to be utilized and recent work for Yellowstone County for this effort - 5%

**Timeline for review and selection as follows:**

Submission of firms Qualification’s due:	April 8 <sup>th</sup> , 2024	3:00 p.m.
Review/shortlist RFQ’s by the County:	April 12 <sup>th</sup> , 2024	
Interview shortlisted firms:	April 17 <sup>th</sup> , 2024	
Notice to the public of rankings	April 23 <sup>rd</sup> , 2024	
Selection:	April 23 <sup>rd</sup> , 2024 ; Board approval; begin negotiations with highest ranked firm	

The Board of County Commissioners reserves the right to reject any or all proposals received, to waive informalities, to evaluate the proposals submitted and to accept the proposal that best serves the interests of Yellowstone County. This RFQ shall not commit the County to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The County reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the County’s best interest to do so. By offering to perform services under this procurement, proposer agrees to be bound by the laws of the State of Montana, including but not limited to: applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, safety, etc. All submittals become the property of the County.

**End of this RFQ**