

Request for Qualifications for
Professional Consulting Services for
Planning, Design and Engineering

To consider expansion of Bertie Martin Regional Jail (BMRJ) facility to
Accommodate the addition of Chowan County Jail inmates and operations
At the current BMRJ facility in Windsor, NC

The Bertie Martin Regional Jail Commission is seeking Qualification Statements from interested and qualified firms to provide recommendations operations planning, space needs analysis and facility expansion for construction and renovation of the existing jail—including the feasibility of maintaining jail operations throughout the project.

Purpose

This Request for Qualifications is sought to obtain expert professional, technical and advisory services at the discretion of the Bertie Martin Regional Jail Commission in cooperation with its respective governing bodies of both counties, to assist with the consideration of Chowan County’s request to be served by the BMRJ facility.

Background

North Carolina General Assembly 1981 Session Law Chapter 269 House Bill 541 provided “an act to allow Bertie and Martin County to operate a regional jail.”

The Bertie Martin Regional Jail Commission is comprised of a six-member governing board with three members from each county which sets policy governing the administration of the jail and appoints the jail administrator for the facility.

On October 3, 2018 the BMRJ received correspondence from Chowan County seeking consideration for the feasibility of joining the regional jail. At its regular meeting on October 23, 2018 the BMRJ Commission voted unanimously to seek qualification statements for professional services to assist with this evaluation to consider the feasibility of this undertaking.

Scope

The BMRJ is actively considering the request from Chowan County and desires to immediately engage the services of a qualified firm to assist with this endeavor.

Project Timeline

The governing bodies of both counties have placed a high priority on this request and will move expeditiously to secure professional services within 60 to 90 days from the issuance of the RFQ.

QUALIFICATIONS STATEMENT FORMAT

- 1) Provide a detailed narrative of the firm's perception and understanding of the project, outlining any unique considerations or experience with similar projects.
- 2) Firm history and statement of qualifications
- 3) Key principal and associate staff; identification of any associate firms involved and pertinent responsibilities; identification of the Project Manager. Provide a project organization chart.
- 4) Recent examples of similar projects, schedules and results.
- 5) Description of the work plan, proposed meetings, schedules, and approach to scope of work and reporting. Include any additional analysis or service that may be pertinent to this type of project.
- 6) Other relevant information that demonstrates the team's qualifications for conducting this scope of work.
- 7) Provide information on the firm's financial stability and insurance coverage.

REVIEW OF QUALIFICATIONS AND EVALUATION CRITERIA

- 1) Specialized and relevant experience
- 2) Overall performance based on past projects, evidenced by references
- 3) Project approach and proposed organization to complete objectives
- 4) Proposed schedule
- 5) Demonstrated understanding of the proposed project engagement

Please note: The evaluation process partners for this process will include the County Managers from Chowan, Martin and Bertie counties in addition to the members of the BMRJ Commission and County Commissioners representing each jurisdiction. It is envisioned that final recommendations and decisions pertaining to this endeavor will involve the governing bodies for all three counties guided by an interlocal agreement between the three counties.

INCURRING COSTS

The BMRJ Commission is not liable for any costs incurred by the Consultant in the preparation or presentation of a response to this request.

RIGHT TO AWARD OR REJECT

It is understood that all submittals will become part of the public file on this matter, without obligation to the BMRJ Commission. BMRJ Commission reserves the right to reject any or all submittals.

CONTRACT

The successful proposer will be required to execute a general planning, design and engineering base contract with the BMJ Commission. In addition, each work element will require a detailed scope of work and task order approved by the BMRJ Commission. Fees shall be agreed upon in advance by both parties. Such an agreement shall be an approved work authorization or supplement to the contract and approved by the BMRJ Commission.

The selected firm will be expected to assist BMRJ Commission in complying with the appropriate MBE/WBE or DBE to help ensure that minority/women owned and disadvantaged business enterprises have the maximum opportunity to participate in the performance of contracts and subcontracts, and shall not be discriminated against on the basis of race, color, national origin, disability or sex on projects funded by state or federal grants or other financing required by Bertie County.

The work authorization will include a study, written report and presentation to include, but not limited to, the following parameters:

- Operations planning;
- Space needs analysis;
- Personnel needs analysis;
- Analysis of the capital needs of the existing jail facility and potential renovation costs;
- Construction of needed additions to the existing jail facilities;
- Integration of existing staffs;
- Financial analysis of the value of Bertie County and Martin County investments in BMRJ and reserve funds and an appropriate “buy-in” investment to be made by Chowan County if all parties agree for Chowan County to join the BMRJ partnership;
- Actuarial study of the retirement liabilities of the current staffs of BMRJ and Chowan County Jail; and
- Potential timetable for the construction and renovation, as well as integration of staff and operations.

An informational meeting (NOT required) will be held at 2:00 p.m. on December 12th in the Bertie County Board of Commissioners meeting room at 106 Dundee Street in Windsor, NC. This is an open process and all interested firms are encouraged to participate information session. The firm or team desiring to respond to this RFQ will submit twenty (20) copies, plus a digital version, entitled "BMRJ Commission Feasibility Study for Operations, Planning and Facility Expansion" on or before January 15, 2019 at 3:00 p.m. by mail or delivery same to:

Mr. Terrence Whitehurst, Jail Administrator
Bertie Martin Regional Jail
230 County Farm Road
Windsor, NC 27983

Proposals are due January 15th 2019 at 3:00 p.m.