



# **Request for Proposal**

**Functional Program Consultant  
Belknap County  
34 County Drive, Laconia, NH 03246**

**RFP # FPC-2012**

## **Introduction:**

Belknap County is one of 10 New Hampshire counties. The County is located in the central part of the state in the Lakes Region. The County employs approximately 200 employees with an annual budget of approximately \$30,000,000. A three-member elected Board of Commissioners serves as the governing body of the County. A County Administrator, appointed by the Board, serves as the chief executive officer of the County and is generally responsible for the County's day-to-day operations.

This Request for Proposals (RFP) is not a commitment or contract of any kind. The County reserves the right to pursue any, or none of the ideas generated by this request. Costs for developing the proposals are entirely the responsibility of the applicants and shall not be reimbursed. The County reserves the right to select the proposal that is in the County's best interest, to reject any and all proposals, to terminate the RFP process, and/or to waive any requirements of this RFP when it determines that doing so is in the best interest of the County.

## **1. Proposals**

The County is seeking responses from qualified functional program consultants who have demonstrated the ability to develop pre-architectural program plans and operational logistics for local correctional facilities.

It should be noted that a Criminal Justice Master Plan has already been completed and is available for review on line at [www.belknapcounty.org](http://www.belknapcounty.org).

The County will evaluate qualifications based on materials submitted in response to this Request for Proposal (RFP). All interested consultants should submit information in response to this RFP as specified in Section 3. The County will conduct a review of the responses received from this RFP. The information will be evaluated and a determination made which may result in the selection of the most qualified firm to provide service to the County. Following a review of the submitted information, the County may request interviews with or additional information from one or more responding consultants.

## **2. Scope**

Consultants should submit any and all information they deem pertinent and germane to their qualifications as it relates to the successful preparation of functional correctional program planning and implementation strategies. Information specifically pertaining to the consultant's prior experience, with assignments of a comparable type and scope, including the names and contact information of references, is required. The following outlines the major elements of the project:

- Consultants will meet with various stakeholder groups such as, medical staff, classification staff, re-entry representatives, community based organizations, representatives from the courts, Corrections staff, Sheriff's staff, criminal justice committee members, members of the County's executive staff and additional stakeholders as determined by the Jail Planning Committee, to obtain input for program planning.
- Develop the following, based on the Corrections Master Plan:
  - a classification plan
  - Identify the number and types of beds needed

- operational scenarios for each function in the replacement jail and community corrections center; including activities, equipment and furnishing needs
- adjacencies for each functional area
- space needs (net and gross square footage) for all functional areas
- a staffing plan for the new facility
- identify preliminary operational cost estimates for each scenario
- an overall construction and project cost estimate
- a conceptual site master plan on the existing site, which includes parking, circulation, security, and environmental impact
- Explore financing alternatives
- Make a recommendation to the Board of Commissioners

Submittals should not exceed 25 pages in length. A proposed fee, including hourly rates and total anticipated expenses, should be included.

### **3. Administration:**

#### **3.1 General**

Contractor proposals shall be used to determine the applicant's capability of rendering the services to be provided and the cost for the services. The County reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a successful contractor, or none at all. The County reserves the right to waive any requirements of this RFP when it is determined that waiving a requirement is in the best interest of the County. The proposal is to include contact information, including principle contacts and officers, main and local business addresses, tax identification number, voice and fax phone numbers and email address.

#### **3.2 Proof of Insurance**

Include a statement that if selected, your company is prepared to agree to and able to comply with all terms listed below:

- Indemnification - To the fullest extent permitted by law, Contractor shall protect, indemnify, save, defend and hold harmless the County of Belknap, including its officers, officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, which County of Belknap and/or its officers, officials, volunteers, employees and agents may become obligated by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, but only to the extent caused in whole or in part by any negligent or wrongful act or omission of Contractor and/or its officers, members, directors, volunteers, employees, subcontractors and/or agents.
- Insurance Coverage - Contractor agrees to maintain at the Contractors expense during the term of this Agreement the following insurance:
  - Commercial General Liability in the amount of at least \$1,000,000 per occurrence
  - Worker's Compensation – NH Statutory including Employers Liability – Each Accident/Disease – Policy Limit/Disease – Each Employee \$100,000/\$500,000/\$100,000

Certificates of Insurance - Prior to the effective date of this Agreement, and as a condition precedent, the Contractor shall provide the County with an original Certificate of Insurance listing the County as an "Additional Insured" in all coverage areas except Worker's Compensation.

### **3.3 References**

Include two references from a local government agency and include the following information:

- Agency name
- Reference contact – name and title
- Telephone number
- Mailing address and e-mail

### **3.4 Proposal Format**

#### **3.4.1 General Instructions**

To assure that misrepresentation of the proposed system does not occur, *Proposers should seek clarification of any requirements that they do not fully understand.*

An individual authorized to make financial commitments on behalf of the Proposer shall sign the proposal.

All proposals should be typewritten; have consecutively numbered pages; in a sealed envelope. No electronic proposals will be allowed. The applicant must sign proposal. An unsigned proposal shall be rejected. Submit one (1) original and three (3) copies. Submit proposal in a sealed package.

Proposal must be received by the final filing date and may be rejected after 4 p.m. on May 25, 2012

Address proposals to:

Belknap County Commissioners Office  
Jail Planning Committee  
34 County Dr  
Laconia, NH 03246  
(603) 527-5400

## **4. PROPOSAL SELECTION PROCESS AND EVALUATION**

### **4.1 Submittal of Questions**

Applicants are encouraged to submit questions about this RFP. Questions shall be e-mailed to: Debra Shackett, County Administrator at [dshackett@belknapcounty.org](mailto:dshackett@belknapcounty.org).

### **4.2 Evaluation Committee**

An evaluation committee will evaluate the proposals and the qualifications of applicants submitting proposals. The evaluation criteria include, but are not limited to those listed in paragraph 4.3, Evaluation Criteria. The evaluation committee will submit to the Jail Planning Committee the results of the committee's evaluation together with their recommendations of a proposal to be selected.

### **4.3 Evaluation Criteria**

- Completeness of proposer's background in functional programming
- "Best overall fit" of proposer to County
- Qualifications of staff
- Prior experience
- Project management plan

- Completeness of proposal
- References
- Cost of proposal

#### **4.4 Cost Response**

The County requires a fixed-price cost proposal that includes a detailed cost breakdown (by phase if applicable) of line items, such as hours, tasks, staff and services. All project related costs are to be included in the cost proposal. No additional charges will be allowed.