
Space Needs Assessment

Request for Quote

May 12, 2023



JOHNSON COUNTY
SHERIFF'S OFFICE

511 SOUTH CAPITOL STREET
IOWA CITY, IOWA 52240

www.johnsoncountyiowa.gov/sheriff



Project Overview

Johnson County Sheriff's Office is seeking requests for quotes from professional consulting firms to conduct a space needs assessment that will evaluate the existing facility, analyze space optimization and develop projections and conceptual plans for future needs. Responding firms must show a strong background in the planning of government facilities, including correctional facilities.

Background

Johnson County Sheriff's Office provides law enforcement services for approximately 35,000 residents across rural Johnson County and seven contract towns, carries out civil process duties in accordance with Iowa law and operates the county's only jail as well as other important law enforcement functions. The Sheriff's Office employs 96 full-time employees, 4 part time employees and 25 reserve deputies. The jail has an official capacity of 92 beds and an operational capacity of 65 inmates. The current average daily inmate population is 80 with approximately 20 inmates housed out of county. The Johnson County Sheriff's Office spends approximately \$500,000 annually housing inmates out of county.

The Johnson County Sheriff's Office currently utilizes the following spaces dedicated to jail operations, administrative offices and storage:

- Johnson County Sheriff's Office, 511 South Capitol Street, Iowa City, IA – approx. 26,520 sq. ft.
 - Construction began in 1979 and opened in 1981. Two story building with administrative offices on the first floor and county jail on the second floor.
- South Storage Building, 719 South Capitol Street, Iowa City, IA – approx. 8,100 sq. ft.
 - Built in 1998. Shared storage with other county offices. Approximately 60% of building is used for storage; 30% garage, 10% office space.

Project Objectives

Johnson County Sheriff's Office is pursuing a space needs assessment to assist in accomplishing the following goals & objectives:

- Obtain an accurate assessment of current facilities that includes immediate, short-term and long term facility needs.
- Obtain a clear understanding of current and projected facility deficiencies.
- Forecast future physical structural and operational requirements that would meet the demands of all the Sheriff's Office needs and duties.
- Determine potential action steps to take including:
 - Do nothing – proceed with facility as is
 - Reconfigure and remodel current facilities
 - Combination of remodeling and new facilities
 - Construct new facility
- Prioritize facility needs and action steps.



- Determine budget/costs of potential action steps and determine affordability.

Scope of Work

The scope of work associated with completing this project includes, but is not limited to the following:

- Review and assess the condition of the current facility, including the identification of both physical and operational issues that do not meet modern standards or needs.
- Conduct interviews with relevant staff to gather information about current use of spaces and future needs including potential growth of staff, inmate population and storage needs.
- Identify any efficient and cost-effective layout alterations that may optimize current space and staffing levels so as to possibly defer construction activity.
- Create a comprehensive plan for space allocation that will address space needs of the Johnson County Sheriff's Office immediately as well as the needs for the next 15-25 years. The plan must lay out the most efficient, effective and functional use for space needed that include, but are not limited to, the following:
 - Staff work spaces
 - Jail facilities
 - Conference and meeting rooms
 - Also include functional spaces such as restrooms, mechanical spaces, vestibules, hallways and similar space allocations
 - Employee and public parking
 - Training facilities
- Provide recommendations for current and future space requirements for records storage, evidence room storage, emergency vehicles and rescue boat storage, general storage and other storage needs discovered during the assessment. Storage areas should be secure, climate controlled and also protected from fire and flood damage.
- Provide recommendation on maintaining existing facilities.
- Provide recommendations on renovating existing facilities versus building new facilities and provide timeframes for the recommendations.
- Provide high level budget estimates for planning purposes.
- Evaluate location of current facilities.



RFQ Project Schedule and Questions

RFQ Timetable

The following is the schedule for the RFQ submission and selection process (deadlines are end-of-the-day Central Time (CT) unless otherwise indicated).

Date RFQ issued	May 12, 2023
Deadline for firms to submit questions	May 26, 2023
Answers posted to questions	June 2, 2023
Quotes submittal deadline 4:00 pm CT	June 16, 2023
Interviews (if necessary)	TBD

The consultant shall provide a detailed report of the space needs believed to be appropriate for the Johnson County Sheriff's Office addressing the Scope of Services detailed in this RFQ.

The report shall include a narrative describing:

- Project scope.
- Project need.
- An estimated cost in current dollars for estimated design, construction, inspection, furnishing and equipment, and contingency fees to meet the needs identified in the planning work.
- A list of pros and cons associated with each plan.
- Recommended date of completion.

RFQ Questions

Questions shall be submitted to spaceneedsJCSO@johnsoncountyiowa.gov no later than May 26, 2023. Answers to proposed questions will be posted on the county website no later than June 2, 2023.

If necessary, an amendment to this RFQ will be posted on the County website request for quotes link (<https://www.johnsoncountyiowa.gov/bids-and-proposals>).

RFQ Submittal Requirements

Submission Due Date: Quotes shall be submitted no later than 4:00 pm CT on June 16, 2023. Submissions received after that time will not be considered.

Directions for RFQ Submission:

By 4:00 pm CT on June 16, 2023, interested firms must submit one (1) digital copy (pdf format) and one (1) hard copy to:

Sheriff Brad Kunkel
Johnson County Sheriff's Office
511 S. Capitol Street; PO Box 2540, Iowa City, IA 52244
bkunkel@johnsoncountyiowa.gov



Submittals shall consist of the following items:

1. Letter of Introduction, include name of contact person, phone number, e-mail address and web site address.
2. Consultant Information, including the following:
 - a. Office location.
 - b. Ownership and affiliation.
 - c. Size of agency.
 - d. Agency's objectives in relation to this project.
 - e. Past performances on similar contracts in terms of cost control, quality of work and compliance with performance schedules.
 - f. List of the last three (3) assignments of similar projects and budget ranges that were completed by the firm, including the firm's lead person and project references.
 - g. Resume or bio of the individual in charge of the service and other main employees involved.
3. Proposed Services, state how your firm will meet the scope of services. Include the following:
 - a. Proposed work plan or scope of work and technical/innovative approaches for the project.
 - b. Indicate proposed timeframe to complete the tasks.
 - c. Indicate the number and type of communications with staff, the type and number of meetings and the estimated level of service (number of hours).
 - d. A sample from a recent project, include a summary of a space needs study.
4. Fee schedule for the services requested. The proposed fee schedule should include line-by-line details of expenses. Quotation of fees and compensation shall remain firm for a period of at least one (1) year from the quote's submission deadline.
5. The RFQ should include proof that the firm has adequate liability insurance.

Additional Information

- Women and minority owned firms are strongly encouraged to apply.

Consultant Selection Process

The Sheriff's Office RFQ evaluation team will evaluate quotes and consider the following items in their review:

- The qualifications of the firm and team members who will work on the project which includes the firm's knowledge and experience with government/public organizations.
- The quality of similar projects that the consultant has completed.
- Familiarity with federal, state, local and other applicable building codes.
- The proposed cost of the project and associated fee schedule.



- Location of the firm and any sub-contractors.
- The firm's approach towards the completion of the scope of work and team capacity.
- Information provided by references.
- Examples of, or working website links, to other completed plans or similar work.
- Results of interview, if conducted. (The Sheriff's Office reserves the right to conduct interviews with individual firms if additional information is required to further assess the quotes.) Quotes will be additionally evaluated on the basis of the responsiveness, quality and completeness of the submission.

No late submissions will be accepted.

Contract Considerations

1. General Considerations

The sections listed below are information only; firms submitting quotes are hereby advised that any firm awarded a contract shall be subject to these conditions as well as other terms and conditions which will be included in a contract developed between the parties. RFQ packages are not required to contain any documents described within this section.

2. Indemnification

Any contract executed by Johnson County is subject to the following:

"The awarded firm agrees to indemnify, defend, and save harmless, Johnson County, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of Johnson County or its officers, agents or employees.

3. Invoicing and Payment

Invoices shall be paid promptly by Johnson County Sheriff's Office unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are net 30 days from receipt of properly executed invoice(s).

4. Termination

Subject to the provision below, the contract may be terminated by either party, upon thirty (30 days' advance notice to the other party.

5. Award Considerations

Johnson County Sheriff's Office may reject any or all quotes or submittals for such reason as it may deem proper. In acceptance of quotes or submittals, Johnson County Sheriff's Office will be guided by consideration of the interests of Johnson County. Johnson County Sheriff's Office also reserves the right to negotiate further with one or more of the firms as to any features of their quotes or submittals and to accept modifications of the work and price when such action will be in the best interests of Johnson County.



The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a RFQ for the same work and is in all respect fair and without collusion or fraud; that no person acting for or employed by Johnson County is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interest of Johnson County.

6. Use of Documents

As part of any resultant agreement, the selected firm shall grant to Johnson County Sheriff's Office a nonexclusive license to reproduce the Instruments of Service (e.g. reports and renderings), provided that Johnson County Sheriff's Office shall comply with all obligations, including prompt payment of all sums when due, under the agreement. The selected firm shall further grant a nonexclusive license permitting Johnson County Sheriff's Office to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections or additions to the Instruments of Service for the purposes of implementing improvements to the project sites. The selected firm shall obtain similar nonexclusive licenses from its consultants consistent with the agreement.