



**COCHISE COUNTY
PROCUREMENT DEPARTMENT**

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Attachment 2 – Scope of Work

Jail Planning Services for the
Cochise County Justice Center

Cochise County requests submission of Statement of Qualifications for Jail Planning Services for the Cochise County Justice Center. The Vendor shall provide to the satisfaction of Cochise County (“County”) all labor, materials, transportation, and technical expertise related to Jail Planning Services for the Cochise County Justice Center.

1.0 BACKGROUND

Cochise County’s primary Jail Facility is located in Bisbee, Arizona, with two substations that act as temporary holding facilities in Sierra Vista and Willcox, Arizona. The Cochise County Jail located in Bisbee, Arizona is significantly outdated and faces safety concerns, power capacity issues, plumbing problems, technological problems, leaks and other costly repairs. The existing 40-year-old jail was originally designed to house 168 prisoners, but over the years, it has been modified to hold as many as 302 inmates.

In April 2021 the National Institute for Jail Operations (NIJO) completed an assessment of the Jail to help address liability concerns, physical plant concerns, and how operations are impacted due to physical restraints. The assessment recommended the County conduct a Feasibility Study to construct a new corrections facility and start the process of approving and constructing the new facility.

In October 2021, DLR Group completed a preliminary design concept for the Cochise County Detention Center. DLR evaluated two sites immediately adjacent to the existing detention facility in Bisbee, Arizona. The preliminary design concept provided a proposed site just west of the existing detention facility, a preliminary site analysis, access identification, preliminary program blocking and probable development costs.

In 2022, Cochise County formed a Public Outreach Committee to review the current conditions and provide the Board of Supervisors with recommendations related to forming a Jail District to fund either repairs to the existing jail or construction of a new facility. The Committee was comprised of twelve (12) citizens appointed by the Board of Supervisors and seven (7) meetings were held between August and October 2022. At their final meeting, the Committee unanimously recommended a Jail District be formed and a new Jail be built.

Following the recommendation from the Committee, the Cochise County Board of Supervisors formed the Cochise County Jail District contingent upon voter approval of an excise tax and directed the approval of the excise tax be placed on the ballot for the election to be held on May 16, 2023.

The Cochise County Jail District excise tax, with a maximum effective rate not to exceed ½ cent, was approved by the voters for a 25-year period, with collections to begin January 1, 2024.

Cochise County is seeking experienced professionals to be part of their project team for the planning, design, and construction of the new criminal justice and detention facility project.

2.0 INTENT

The intent of this request for qualifications is to obtain professional services from a firm that specializes in Jail Planning Services. The firm should have extensive experience in working with local governments and their project teams in the planning, design and construction of criminal justice and detention facility projects.

3.0 GENERAL REQUIREMENTS

The following is a general outline of Jail Planning Services that may be provided by the selected firm for the project. It is anticipated that the selected firm and County will modify the scope of work based on the firm's experience and expertise with criminal justice projects.

1. Provide a total needs assessment. It is anticipated that this assessment will include, at a minimum.
 - a. Number of total beds on initial build-out.
 - b. Estimated number of total beds, with 5-year incremental estimates, needed for a 30-year planning period.
 - c. Housing space requirements utilizing national guidelines.
 - d. Estimation of the specific housing allocations.
 - e. County population trends and demographics that may have an impact on jail population.
 - f. Infrastructure space needed to support detainee housing.
 - g. Potential impacts of criminal justice system initiatives to include evaluation of policies and procedures of criminal justice partners, and alternatives to incarceration.

- h. Potential impacts of this facility and its location on all components of the criminal justice system.
2. Estimation of the anticipated staffing levels:
 - a. Detention staff, Sheriff's Office staff, criminal justice staff, health staff, maintenance staff etc., and any contract staff for any outsourced services.
 - b. Staffing cost analysis of each design concept.
 - c. Anticipated growth over a 30-year planning period.
3. Existing and alternative site evaluation:
 - a. Evaluation of existing Justice Center site for new facility vs. alternative location.
 - b. Evaluation should include review of topography, access, drainage, and utilities such as sewer, water, power, communications, etc.
4. Conceptual design: Based on the needs assessment and the evaluation of the proposed site, develop a conceptual design to include at a minimum:
 - a. Evaluation of building designs as they apply to Cochise County.
 - b. Evaluation of one building vs. campus design with linked detention structures.
 - c. Estimated square footage.
 - d. Buildings orientation.
 - e. Impact of technology on design and operations.
 - f. Leadership in Energy and Environmental Design (LEED) considerations.
 - g. Develop cost estimates for design and construction to a level sufficient to assist in decision making.
 - h. Evaluate any environmental issues.
5. Prepare preliminary and final reports for review and comment by the project team.
6. Provide preliminary and final report presentations to the Cochise County Board of Supervisors.
7. Create a final report for public view and a self-guided, web-based presentation of the final report for posting on the Cochise County website.