



**COCHISE COUNTY**  
**PROCUREMENT DEPARTMENT**  
1415 Melody Lane, Building C, Bisbee, AZ 85603  
Phone: (520) 532-8390 | Fax: (520) 432-8397  
**26-14-BOS-01**

**Attachment 2 – Scope of Work**  
Design-Build Criteria Architect  
Services for the Cochise County New  
Jail Project

This Scope of Work is subject to and governed by that certain Request for Qualifications for Design-Build Criteria Architect Services for the Cochise County New Jail Project (the “**RFQ**”) and those certain General Terms and Conditions of Contract Award (the “**General Terms and Conditions**”) attached as Attachment 1 to the RFQ. Capitalized terms not otherwise defined in this Scope of Work shall have the meaning ascribed to such terms in the RFQ. In the event of conflict between the terms of the RFQ, the General Terms and Conditions, and this Scope of Work, the General Terms and Conditions shall take precedence, followed by the RFQ, followed by this Scope of work.

Cochise County requests submission of Statement of Qualifications for design-build architect services for the Cochise County’s New Jail Project. The Vendor shall provide to the satisfaction of Cochise County (“**County**”) all labor, materials, transportation, and technical expertise related to the Project. Vendor shall be an architect and/or engineering firm with past experience acting as a criteria architect on criminal justice/detention facilities.

## **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. The jail facility located in Bisbee, Arizona is significantly outdated and faces safety concerns, power capacity issues, plumbing problems, technological problems, leaks and other costly repairs.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 inmates, but over the years, it has been modified to hold as many as 302 inmates.

In November 2025, voters in Cochise County approved a ½ cent sales tax increase beginning in July 2026 to fund construction of a new jail facility (the “**Facility**”).

The Cochise County Board of Supervisors approved the new Facility to be built adjacent to the existing jail at 203 N Judd Drive, Bisbee, Arizona.

The County intends for the Facility to hold approximately 400 beds with future expansion infrastructure for up to approximately 600 beds. The County has an approximately \$90-100 million budget for construction. The Cochise County Board of Supervisors approved a design-build delivery method for the Project .

This Facility may include or provide space for (but is not limited to) housing units of varied custody levels, intake, release, and booking, evidence and weapon storage, medical and behavioral health services, administration and staff support, electronic/detention security systems, central/housing control rooms, security and staff services, visitation and attorney access, food service and laundry, programs and education space, early resolution court and initial arraignment court space, secure outdoor recreation, maintenance and building support, and infrastructure for future expansion.

The Facility will support the Cochise County Sherriff's Office to meet the current and future inmate service needs by incorporating direct supervision elements combined with improving operational and staffing efficiencies and long-term outcomes.

## **2.0 INTENT**

The intent of the RFQ is to obtain professional services for a design-build criteria architect with extensive detention/jail experience to be part of the project team for the Project. The Project's design intent and construction outcome creates environments that reinforce rehabilitation, skill development and positive behavior, supporting long-term efforts to reduce recidivism. The selected Vendor will work on behalf of the County to prepare an architectural program utilizing the existing jail planning documents and stakeholder input, create performance and prescriptive based criteria as required, and provide any related support services for the DBE design and construction of these systems.

## **3.0 GENERAL REQUIREMENTS**

The Vendor will act as a technical advisor to the County, independent of future design-build teams. The following is a general non-exhaustive outline of the Services that may be provided by the selected Vendor during the planning, design, and construction phases of the Project.

### **1. Programming & Planning**

- a.** Detention needs assessment and operational analysis.
- b.** Inmate classification and housing strategy.
- c.** Staffing models and circulation planning.
- d.** Space programming and adjacency diagrams.
- e.** Security zoning, sightlines and separation requirements.

- f. Master planning for future expansion.

## **2. Stakeholder Engagement**

- a. Workshops/working sessions with
  - i. Cochise County Sheriff's Office
  - ii. Owner's Representative
  - iii. County facilities and capital projects staff
  - iv. County administration
  - v. Any federal, state or local government or quasi-governmental agency or authority having jurisdiction or approval authority over any aspect of the Project.
- b. Briefing for County leadership and/or County's Board of Supervisors, if requested.

## **3. Design Criteria Development**

- a. Architectural, structural, civil, mechanical, electrical, and plumbing performance criteria.
- b. Secure design and detention best practices.
- c. Durability, maintenance, and life-cycle standards.
- d. Applicable building codes, detention standards, and County requirements.
- e. Site development, utilities, and infrastructure criteria.
- f. Sustainability and energy performance goals appropriate to the County's climate.
- g. Comply with and maintain all codes, standard guides and procedures used by County, such as the American Correctional Association (ACA) Standards, American Jail Association (AJA), National Institute for Jail Operations (NIJO), Prison Rape Elimination Act (PREA), American Disability Act (ADA), National Commission on Correctional Health Care (NCCNC) Standards.
- h. Design of 20% schematic design documents.
- i. Performance and prescriptive criteria. The criteria documents will be a blend of both performance and prescriptive criteria. There may be instances of specific operational, maintenance or other needs recognized by the Sheriff, facilities or other stakeholders identified during programming that require more prescriptive requirements.

## **4. Cost & Schedule Validation**

- a. Order-of-magnitude cost checks.
- b. Generate a conceptual estimate for the stipulated sum to be used in the DBE's Request for Proposal ("RFP"). The estimate shall have back-up per building system(s) and should be developed concurrent with the criteria documents.
- c. Benchmarking against comparable county detention facilities.

- d. Phasing and constructability considerations.
- e. Alignment of scope with County budget objectives.
- f. Schedule benchmarking/validation/estimation.

## **5. Procurement & Technical Support**

- a. Assistance during RFQ/RFP development for design-construction teams.
- b. Participation in pre-proposal conferences.
- c. Review and comment on technical responses to proposer questions.
- d. Evaluation support and confidential advisory services.

## **6. Design Phase Support**

- a. Participate in a system(s) validation process.
- b. Meet and work collaboratively with selected DBE to clarify the design and performance criteria, concept drawings and other documents contained in the RFP.
- c. Attend and document meetings as scheduled by DBE to provide detailed clarification of the design/code intent.
- d. Review DBE's documents for conformance with the criteria documents, County requirements and applicable codes.
- e. Participate in the shared design and review process.

## **7. Construction Phase Support**

- a. Review priority construction submittals of DBE produced documents for conformance with criteria documents and code requirements as requested.
- b. Provide input regarding the evaluation of change requests and/or value engineering proposals, and other proposals or questions by the DBE.
- c. Provide review of in-place construction as requested.
- d. Provide supplemental performance criteria, concept drawings and specifications as requested by County. Supplemental performance criteria must be submitted to the County and its Owner's Representative for review and approval prior to issuance to the DBE. A PDF file will be provided with the approved supplemental information to the Owner's Representative and the County for distribution to the DBE and other interested parties.
- e. Participate in partnering sessions throughout the course of the Project if required by County.
- f. Respond to request for clarification, memorandums of concern, and other inquiries from the field in collaboration with County and its Owner's Representative as needed/requested.
- g. Review design bulletins to clarify or add information to the criteria documents as needed/requested.
- h. Review and approve owner designated priority submittals and shop

drawings in collaboration with County and its Owner's Representative to verify conformance to original design criteria and the RFP.

- i. Review substitutions for conformance with the criteria documents and make recommendations to Cochise County regarding their acceptance.
- j. Attend onsite team meetings when needed.
- k. Make site visits as requested by Cochise County or Owner's Representative as necessary.
- l. Review special testing and inspection program if needed.
- m. Review all internal design-build requests for information for conformance with the requirements of criteria documents as needed/requested.

## **8. All Phases of Work**

- a. Work with County and its Owner's Representative and all their consultants, and its onsite construction management representative through all phases of the Project.
- b. Respond to all directives from County and its Owner's Representative and act in a timely manner.
- c. Comply with and maintain all codes, standard guides and procedures used by County, such as the American Correctional Association (ACA) Standards, American Jail Association (AJA), National Institute for Jail Operations (NIJO), Prison Rape Elimination Act (PREA), American Disability Act (ADA), National Commission on Correctional Health Care (NCCNC) Standards.
- d. County will make reasonable efforts to provide local meeting space to accommodate work sessions and meetings requiring in-person attendance. If County unable to accommodate, Vendor will be required to provide this space on an as-needed bases along with any associated office equipment.
- e. Control and manage all subconsultant's and be responsible for maintaining appropriate channels of communication with other team members.
- f. Document in writing all issues and decisions made or discussed at Project meetings.
- g. Provide other professional services as required in support of the Project.