

# **Mason County**

## **Request for Qualifications**

### **for**

## **Community Justice Center Design & Development**

### **Summary**

The Mason County Board of County Commissioners invites qualified firms to submit their qualifications for the development of a study document to guide the construction of a Community Justice Center. This center will comprise of a county jail, a mental health facility, and a substance use disorder facility all situated on a single campus. The aim is to design these facilities in a way that maximizes resource sharing and enhances the rehabilitation prospects for both incarcerated individuals and the general public.

### **Requirements of Consulting Firm**

The study to be provided may include, but will not be limited to, the following elements:

1. **Design expertise.** Proven ability to design complex facilities such as county jails, mental health facilities, and substance use disorder holding and detox facilities. Knowledge of trauma-informed design will be advantageous.
2. **Architectural and engineering certifications.** Possess necessary certifications to undertake architectural and engineering work in Washington State.
3. **Understanding of local regulations.** Demonstrated understanding of Washington State's building codes, laws, and regulations. Knowledge of the local environment and potential site-specific challenges is desirable.
4. **Sustainability and energy efficiency.** Proven commitment to sustainable design and energy efficiency. Design all facilities to meet a minimum of the Gold Certification Standard as defined by the Leadership in Energy and Environmental Design (LEED) green building rating system.
5. **Capacity and resources.** Adequate staffing, resources, and time to handle the project's size and complexity.
6. **Safety and security.** Profound understanding of the safety and security measures necessary for each facility type, including secure perimeters, controlled access points, surveillance systems, and secure areas for inmates, patients, and staff.
7. **Financial stability.** Solid financial footing to handle the project's scale and duration.
8. **Project management.** Demonstrable ability to manage projects effectively, including meeting deadlines, staying within budget, and coordinating with multiple stakeholders.
9. **References and past performance.** Provide references from past clients and evidence of past performance on similar projects.
10. **Innovation and future-proof design.** Proven innovative design thinking, including the ability to design facilities that are adaptable for future needs. Proven ability to forecast future trends with more than just historical data, incorporating impacts of changes to the law from both the enforcement and judicial perspectives.
11. **Communication and collaboration.** Demonstrated ability to communicate effectively with various stakeholders and willingness to collaborate with other firms or consultants if needed. The firm must also show its readiness to engage with the local community, including patients and staff, to understand their needs and incorporate them into the design.

12. **Regulatory compliance.** Ability to ensure facility compliance with local, state, and federal regulations including the Americans with Disabilities Act (ADA), the Washington State Department of Health, and all other relevant bodies.

## **Scope of Work**

### **County Jail**

The following should be included in the scope of work conducted by the research and design firm for the county jail portion of the project.

1. **Data analysis.** The Consultant will analyze County-provided demographic and criminal justice system use data, including growth trends, changing populations in the criminal justice system, average daily population in the jail, Superior Court caseloads, calls for service, etc. The purpose of this analysis is to determine the space needs of current services and the potential for expansion.
2. **Space needs and architectural/site program.** Based on the data analysis and programming discussions with County staff and project leadership, the Consultant will estimate the square footage needed for current and future services.
3. **Cost analysis.** The Consultant will provide a detailed cost analysis, including projected cost increases due to inflation, a breakdown of direct and indirect costs, and other cost information as needed to optimize the County's project approach.
4. **Project development timeline.** The study should include an overall project development timeline including recommended phases, scope, and phase sequencing.
5. **Funding mechanism consultation.** The Consultant will provide consulting and recommendations regarding potential funding mechanisms for the accomplishment of the proposed projects.
6. **Staffing and operational costs.** Understanding not just the cost of building the facility, but the ongoing costs of running it, is crucial. This includes staffing levels, maintenance costs, equipment, utilities, and more.
7. **Inmate programs and services.** Facilities should be designed with spaces for educational programs, rehabilitation services, mental health services, and religious observances. These programs can reduce recidivism and improve inmate behavior.
8. **Security requirements.** The design should consider the security needs of the facility, including surveillance systems, controlled access points, and separation of different inmate classifications.
9. **Health and safety standards.** The facility should meet health and safety standards, including proper ventilation, sanitation, food service, medical facilities, and fire safety.
10. **Sustainability and energy efficiency.** Consideration should be given to creating a sustainable and energy efficient facility to reduce environmental impacts, reduce operational costs, and meets the LEED – Gold standard.
11. **Legal requirements.** Ensure compliance with all local, state, and federal regulations regarding jail construction and operation.
12. **Community impact.** The potential impact on the local community should be considered, including transportation access, noise, and visual impact.
13. **Future expansion or adaptability.** The facility design should allow for future expansion or changes in use as community needs evolve over time.
14. **Accessibility.** The facility should be compliant with ADA to ensure that it is accessible to all.
15. **Technology integration.** Consideration should be given to the integration of new technologies for security, operations, and inmate services.

### **Mental Health**

The following should be included in the scope of work conducted by the research and design firm for the mental health portion of the project.

1. **Needs assessment.** Analyze behavioral health services system-wide data to quantify the need for mental health treatment beds (involuntary and voluntary) or co-occurring mental health/substance use disorder treatment in a criminal justice setting.
2. **Data analysis.** Analyze County-provided peer support and care coordination program data to quantify the need and effectiveness of current services and the potential for expansion. The aim is to design these facilities in a way that maximizes resource sharing, which may include providing access and service to the public in addition to incarcerated individuals. Quantify the need for expansion into operations that serve the jail and the public.
3. **Workforce analysis.** Project staff positions, required qualifications or certifications, and Full-Time Employees (FTE) needed to adequately meet the needs of the incarcerated population with mental health conditions. Project need for expansion into operations that serve the jail and the public.
4. **Architectural/site program.** Estimate the square footage needed for current services and potential for co-locating access by incarcerated individuals and the public.
5. **Cost comparison.** Provide a detailed cost analysis, including projected cost increases due to expanded services, a breakdown of direct and indirect costs, and other cost information as needed.
6. **Security requirements.** The design should consider the security needs of the mental health facility should it provide access to both incarcerated individuals and the public.
7. **Operational/sustainable funding.** Provide consultation and recommendations regarding potential operational funding sources to sustain ongoing mental health services on the campus.

### **Substance Use Disorder**

The following should be included in the scope of work conducted by the research and design firm for the substance use disorder portion of the project.

1. **Needs assessment.** Analyze behavioral health services system-wide data to quantify the need of Medicated Assisted Treatment (MAT)/Medications for Opioid Use Disorder (MOUD) or co-occurring mental health/substance use disorder treatment in a criminal justice setting, including medicated withdrawal management.
2. **Data analysis.** Analyze County-provided Substance Use Disorder Professional (SUDP) and peer support care coordination program data to quantify the need and effectiveness of current services and the potential for expansion. Analyze County-provided MAT/MOUD and overdose data to quantify the need and effectiveness of current services and the potential for expansion. The aim is to design these facilities in a way that maximizes resource sharing, which may include providing access and service to the public in addition to incarcerated individuals. Quantify the need for expansion into operations that serve the jail and the public.
3. **Workforce analysis.** Project staff positions, required qualifications or certifications, and the FTE needed to adequately provide or refer MAT/MOUD treatment and/or broader psychosocial and recovery supports to the incarcerated population with substance use disorder. Project need for expansion into operations that serve the jail and the public.
4. **Architectural/site program.** Estimate the square footage needed for current services and potential for co-locating access by incarcerated individuals and the public.
5. **Cost comparison.** Provide a detailed cost analysis, including projected cost increases due to expanded services, a breakdown of direct and indirect costs, and other cost information as needed.
6. **Security requirements.** The design should consider the security needs of the substance use disorder facility should it provide access to both incarcerated individuals and the public.

7. **Operational/sustainable funding.** Provide consultation and recommendations regarding potential operational funding sources to sustain ongoing substance use disorder services on the campus.

### **Overarching Goal of the Study**

The County invites proposals that underscore the criticality of integrating services and facilities of a county jail, a mental health facility, and a substance use disorder facility on a single campus. The goal is to create a comprehensive, well-coordinated continuum of care that addresses the complex, intertwined challenges of criminal justice involvement, mental health issues, and substance use disorders. Recognizing that these issues often co-occur and require a multifaceted approach, the County is seeking solutions that promote seamless transitions between services, reduce recidivism, enhance mental health outcomes, and foster recovery from substance use. Proposals should highlight the development of a full suite of wrap-around services, ensuring that every individual's unique needs are met through integrated case management treatment planning, and supportive services. The focus should be on leveraging the synergies of co-located services to enhance the efficacy of interventions, improve the quality of life for individuals served, and ultimately promote safer, healthier communities.

### **Submittal Requirements**

1. Letter of interest. This cover letter shall briefly summarize the firm's qualifications and past experience relevant to the scope of work. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
2. Outline of the firm's experience on the scope of work required for the appropriate discipline.
3. Description of firm's overall approach, including team organization, and work tasks necessary to accomplish all objectives. If it is the firm's practice to have specific sub-categories of the scope of work performed by sub-consultant(s), please identify the sub-consultant(s) anticipated to be used for the project, indicate the specific role(s), and outline the sub-consultant's experience on similar or related work.
4. Describe the firm's quality control process.
5. Identify qualifications/expertise of key personnel on the firm's team and evidence of availability of staff to begin immediately upon awarding of the contract.
6. Provide a list of key personnel, including sub-consultant's key personnel, indicating the specific role of each, and clearly identifying the project manager(s).
7. Provide a professional resume for each of the named key personnel, indicating the extent of their experience on projects related to this type of work. Each of the key personnel proposed for use on the project must have current professional registration or certifications and, if applicable, be currently licensed in the State of Washington.
8. Past performance and record of successful completion of a county jail, a mental health facility, and/or a substance use disorder facility of similar size and/or scope of work.
  - a. Note any information useful in demonstrating successful results on prior project(s).
  - b. Reference contact name(s), phone number(s), email address(es), and mailing address(es) related to the above prior project(s).

### **Proposal Submission**

Interested firms must submit their qualifications, including detailed responses to the above requirements to Mark Neary, County Administrator, by Friday, September 22, 2023 by 5:00 p.m. at 411 N 5<sup>th</sup> Street, Shelton, WA 98584. For inquiries, please contact Mark Neary at (360) 427-9670 ext. 530 or [mneary@masoncountywa.gov](mailto:mneary@masoncountywa.gov).

### **Administrative Information**

1. **Minority-owned and Women-owned Business Enterprises.** The County strongly encourages minority owned and women owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFQ, to participate as partners, or to participate in other business activity in response to this RFQ.
2. **Basic eligibility.** Any successful firm must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful firm must not be debarred, suspended, or otherwise ineligible to contract with Mason County.
3. **Payment requirements.** Firms should be aware that the County will only make payment on invoices after the work being billed has been completed and will pay reimbursable expenses to the firm only upon receipt of an itemized invoice for the reimbursable expenses. No advance payments will be made to the firm who must have the capacity to meet all project expenses in advance of payments by the County.
4. **Approval of sub-consultants.** The County retains the right of final approval of any sub-consultant of the elected firm who must inform all sub-consultants of this provision.
5. **Documents produced.** All construction drawings, reports, specifications, and other documents produced under contract to the County must be submitted to the County in both hard copy and digital formats that meet the County's requirements. All documents shall become the exclusive property of the County.
6. **Civil rights.** The County embraces civil rights and equal opportunity. If any events occur involving the firm or sub-consultants that would violate those rights, the firm shall take full responsibility for said actions.
7. **Insurance.** The successful consultant will be expected to enter into a standard consultant agreement that includes the standard general insurance requirements as follows.

The Consultant shall procure and maintain, for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agent's representatives, or employees. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.

- A. **Minimum amounts and scope of insurance.** Consultants shall obtain insurance of the types and with limits described below.
  - a. **Automobile Liability** insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile Liability insurance shall cover all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
  - b. **Commercial General Liability** insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Commercial General Liability insurance shall be written in ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, personal injury, and advertising injury. The County shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the County.
  - c. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.
  - d. **Professional Liability** with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit. Professional Liability insurance shall be appropriate to the Consultant's profession.

- B. **Other insurance provisions.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance with respect to the County. Any insurance, self-insurance, or insurance pool coverage maintained by the County shall be in excess of the Consultant's insurance and shall not be contributed or combined with it.
- C. **Acceptability of insurers.** Insurance is to be placed with insurers with a current A.M, Best rating of not less than A:VII.
- D. **Verification of coverage.** Consultant shall furnish the County with original certificates and a copy of the mandatory endorsements, including but not necessarily limited to, the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Certificates of coverage and endorsements as required by this section shall be delivered to the County within fifteen (15) days of execution of the agreement.
- E. **Indemnification and hold harmless language** as permitted by statute with immunities under RCW 4.24.115. To the fullest extent permitted by law, Consultant agrees to indemnify, defend, and hold the County and its Departments, Elected Officials, employees, agents, and volunteers harmless from and against any and all claims, damages, losses, and expenses, including but not limited to court costs, attorney's fees, and alternative dispute resolution costs, for any personal injury, bodily injury, sickness, disease, or death, and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in whole or in part by any act or omission, negligent or otherwise, of the Consultant, its employees, agents, or volunteers, or the Consultant's sub-contractors and their employees, agents, or volunteers; or 2) are directly or indirectly arising out of, resulting from, or in connection with performance of this contract; or 3) are based upon the Consultant's or its sub-contractors' use of, presence upon, or proximity to the property of the County for the value of the contract or \$1,000,000, whichever is less. This indemnification obligation of the provider shall not apply in the limited circumstance where the claim, damage, or loss, or expense is caused by the sole negligence of the County. In the event of the concurrent negligence of the Consultant, its sub-contractors, employees, and agents, and the County, its employees, or agents, this indemnification obligation of the Consultant shall be valid and enforceable only to the extent of the negligence of the Consultant, its sub-contractors, employees, and agents. This indemnification obligation of the Consultant shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen's compensation act, disability benefit act, or other employee benefit act, and the Consultant hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the Consultant are a material inducement to the County to enter into this contract, are reflected in the Consultant's compensation, and have been mutually negotiated by the parties.
- F. **Notice of cancellation.** The Consultant shall provide the County with written notice of any policy cancellation within two (2) business days of their receipt of notice.
- G. **Failure to maintain insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of the contract, upon which the County may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the contractor, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the County's on demand, or at the sole discretion of the County offset against funds due the Consultant from the County.