REQUEST FOR QUALIFICATIONS

Jail Needs Assessment

Greene County, Ohio

May 15, 2018

Greene County Board of Commissioners
35 Greene Street
Xenia, Ohio 45385
Jail Needs Assessment Consulting Services RFQ
Greene County, Ohio

PURPOSE and PROJECT DESCRIPTION

The Greene County Board of Commissioners is seeking consultant services from qualified criminal justice consulting firms that possess knowledge, skills, and experience in pre-architectural jail planning to conduct a comprehensive assessment analyzing current and 25 year projection for county needs in the areas of correctional facility(ies), judicial process efficiencies, alternatives to incarceration, transformational incarceration programs to include in-house rehabilitation/treatment programs, as well as a study for potential future staffing and structure/space requirements for Sheriff’s Office and related staff.

BACKGROUND INFORMATION

Greene County is located in south-western Ohio. The county seat is the City of Xenia. Greene County consists of approximately 410 square miles of land and is adjacent to Clark County (north), Madison County (northeast), Fayette County (east), Warren County (southwest) and Montgomery County (west).

Greene County consists of 4 cities (Beavercreek, Bellbrook, Fairborn and Xenia), 6 villages (Bowersville, Cedarville, Clifton, Jamestown, Spring Valley and Yellow Springs), and 12 townships. The current County population is approximately 165,000, with annual increases estimated to be 500-700. The median age is 37.5. Detailed statistics illustrating our demographics can be found at: https://greenecountydod.org/economic-development/why-greene-county/community-profile/.

Greene County Common Pleas Court, General Division, operates from the historic Greene County Courthouse, 45 North Detroit Street, Xenia, Ohio. The General Division has 2 Judges and 2 full-time magistrates with jurisdiction of civil cases disputing $500+, certain appellate cases, and all criminal cases except those of minor offenses under the exclusive jurisdiction of either Xenia Municipal Court, 101 North Detroit Street, Xenia, Ohio, or Fairborn Municipal Court (FMC), 1148 Kauffman Avenue, Fairborn, Ohio. FMC also launched a Drug Court in 2015. The Common Pleas Court General Division launched a Veteran’s Court in 2018. Greene County has one Mayor’s Court in Yellow Springs, 100 Dayton Street, Yellow Springs, Ohio, holding Court twice per month for certain misdemeanor offenses.

The Greene County Public Defender’s office, 90 East Main Street, Xenia, Ohio, consists of 3 full-time attorneys, 2 part-time attorneys and 3 clerical staff. In 2017 the office handled 4,091 cases.

The Greene County Common Pleas Court Adult Probation Division also operates from the County Courthouse, 45 North Detroit Street, Xenia, Ohio, and is staffed by 3 pre-trial officers, 5 regular supervision officers, 2 ISP Officers, 1 offender treatment specialist, 3 administrative support staff, 2 part-time field officers, a director and assistant director. They currently have 1,068 offenders under their supervision which includes pre-trial and community control, as well as offenders in jail awaiting trial. Of these staff members, 11 are full-time under the County’s General Fund budget, the others are grant funded.
Established in 2002, GreeneLeaf is a 180 day residential drug and alcohol rehabilitation program serving clients within the County jail system. Program staffing consists of 1 coordinator and 3 counsellors. In 2017, the program worked with 85 clients: 67 graduated, 15 discharged, 3 currently enrolled. Year-to-date 2018, the program has had 41 clients: 4 graduated, 4 discharged, 33 currently enrolled.

Currently Greene County operates a downtown jail (Jail) facility currently housing felony inmates and female inmates. The Jail is a maximum security facility built in 1969 with a capacity of 130 beds. The facility has several maintenance concerns but complies with the Federal Court Final Consent Decree issued in 1989.

The County also currently operates a satellite facility, the Adult Detention Center (ADC). The ADC is a medium security, direct supervision facility built in 2000 with a capacity of 236 beds contained within 4 pods. However, until recently only 3 pods were operational due to staffing and budgetary issues.

Within the two facilities, a total of 55 beds are reserved for individuals in the GreeneLeaf program (20 beds for females, 35 beds for males). Some of those designated beds go unfilled due to State required counsellor/client ratios and staffing 3 counsellors.

2017 Facility Activity Statistics:

<table>
<thead>
<tr>
<th>2017 Averages</th>
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</thead>
<tbody>
<tr>
<td>Average Daily Intake (ADI)</td>
<td>12.15</td>
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<tr>
<td>Average Daily Releases (ADR)</td>
<td>12.21</td>
</tr>
<tr>
<td>Average Days Served (ADS)</td>
<td>24.06</td>
</tr>
<tr>
<td>Average Daily Population (ADP)</td>
<td>297.31</td>
</tr>
<tr>
<td>ADP - Felons</td>
<td>161.9</td>
</tr>
<tr>
<td>ADP - Sentenced Felons</td>
<td>61.28</td>
</tr>
<tr>
<td>ADP - Unsentenced Felons</td>
<td>100.62</td>
</tr>
<tr>
<td>ADP - Misdemeanants</td>
<td>136.05</td>
</tr>
<tr>
<td>ADP - Sentenced Misdemeanants</td>
<td>86.9</td>
</tr>
<tr>
<td>ADP - Unsentenced Misdemeanants</td>
<td>49.15</td>
</tr>
<tr>
<td>ADP - Males</td>
<td>215.86</td>
</tr>
<tr>
<td>ADP - Females</td>
<td>82.59</td>
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</tbody>
</table>

In 2017 there were a total of 280 Early Releases (EORM), an average of 23.3 per month. For 2018 year-to-date the number is trending upward with 163 for January through April, an average of 40.75 per month.
The Jail and ADC is operated by the Greene County Sheriff and the Corrections Division staff. Currently the Sheriff’s Office employs 80 individuals directly involved with managing inmates consisting of 13 Deputies/Supervisor and 61 Corrections Officers/Supervisor with 6 Corrections Officer positions currently unfilled. In addition, the two facilities utilize the medical services from 4 LPNs, 2 RNs with 1 Nurse Director. The facilities have 1 Major, 2 Captains, 4 Office Deputies, and 4 Deputies appointed for courthouse security.

In total, the Sheriff’s Office currently consists of 158 total individuals that include those identified from the Corrections Division above, but also the Law Enforcement Division, consisting of investigative staff, patrol staff, and administrative staff. The Sheriff’s administrative, law enforcement/patrol, criminal investigations and detective staff are located at 120 East Main Street, Xenia, Ohio.

Also in Greene County is the Juvenile Division of the Greene County Common Pleas Court, operating within the Juvenile Justice Center (JJC) at 2100 Greene Way Boulevard, Xenia, Ohio. This facility houses the Greene County Juvenile Court, having one judge and five magistrates (3 full-time, 2 part-time) who handle cases for youth charged with juvenile crimes and traffic offenses in Greene County. Also in this facility is the Miami Valley Juvenile Rehabilitation Center (MVJRC) established by the Ohio Department of Youth Services (ODYS) and serving a consortium of 10 counties in the region (Adams, Brown, Champaign, Clark, Fayette, Greene, Highland, Logan, Madison and Union.) MVJRC is a 24 bed residential facility serving both male and female juvenile felony offenders placed in custody in lieu of commitment into an ODYS Correctional Facility. The Juvenile Justice Center also houses the Greene County Juvenile Detention Center, a 32 bed medium security, short-term facility for youth awaiting court action or transfer to an ODYS Correctional Facility. The JJC also houses staff conducting programs such as CASA, Community Control (probation), Diversion, and Restitution/Community Service.

In addition to the GreeneLeaf Program administered by the Greene County Adult Probation Department, Greene County Courts and the Sheriff’s Office also work closely with several community organizations for treatment, rehabilitation and counselling of individuals in the system: Mental Health Recovery Board, TCN Behavioral Health, Women’s Recovery Center and the Christopher House

**SCOPE OF WORK**

Provide necessary information to determine the need of a new and/or renovated and/or combined jail facility and Sheriff’s Office facilities, the scope of services and operations within that facility, as well as potential capacity, staffing, and costs, using a 25-year planning horizon, including but not limited to the following items:

1. **Assessment of the existing jail facilities**
   a. The report will include a physical plant assessment of the current Jail and ADC facilities including but not limited to a review of the condition of the building envelope, mechanical, plumbing, and electrical systems. Evaluate with regard to remaining service life. Make recommendations and include cost estimates regarding needed repairs/replacement.
b. Conduct a functional evaluation of the jail(s) based on current state jail standards and current industry best practices.

c. Inventory staffing needs at the existing jail(s).

2. **Examine crimes and the criminal justice system**
   a. This analysis should identify the major factors driving the demand for incarceration and produce recommendations that may reduce the demand for bed needs in the future, to include any recommended refinements in case processing, efficiency improvements, and any alternative methods to reduce and/or shorten periods of incarceration.

   b. Analysis should include gaps in services, enhancements or expansion to existing services – for juveniles as well as adults – with the goal of crime reduction, diversion from serious crimes, and programs/treatment to avoid recidivism after treatment or incarceration.

3. **Develop detention population forecasts**
   a. Develop overall bed capacity forecasts based on the criminal justice system analysis and recommendations to reduce bed demand. The forecasts shall have a planning horizon of 25 years.

   b. Forecast should note and acknowledge known or anticipated law, population and industry changes or trends as well as potential results from any recommended programs.

4. **Estimate of the space and operational requirements for long-term needs**
   a. Prepare preliminary space needs based on capacity forecasts, separation and classification needs for each area of function for the 25-year planning horizon.

   b. Develop options for space dedicated for detoxification, rehabilitation, mental health and substance abuse counselling, classrooms, etc. as recommended.

5. **Develop options (renovation, expansion, new) to meet long-term needs**
   a. Develop options for meeting bed capacity projections. Options will include, but will not be limited to, renovation and expansion of existing facilities and/or a new facility. Also to be considered and addressed, the potential consolidation and inclusion of operations for the Sheriff’s Office.

   b. Site analysis may be included in the development of the options and should also indicate requirements for facility (i.e., lighting, loading zones, entrances, employee/visitor parking.)

6. **Evaluate Options**
   a. The options will be evaluated based on initial construction costs and long-term operational costs including staffing needs. Consultant’s report should provide these cost estimates.
b. The options may also be evaluated on criteria to be developed by County at a later date.

c. Consultant should forecast costs for any construction and capital equipment costs for potential improvement/expansion/construction and consultant should identify potential funding sources such as viable grants and other funding scenarios.

7. Recommendation for project delivery method
   a. Assist the County with the selection of the most appropriate project delivery method based on the project characteristics, County requirements, and the construction marketplace, among others, as permitted for public authorities under Ohio Revised Code.

b. Consultant should be prepared to appear before the Commissioners and assist the Commissioners in reviewing the analysis with stakeholders and the public at approximately two meetings and/or events designated by the Commissioners.

8. Project schedule and starting data
   Consultant should provide a timetable for the study to illustrate general sequence when key activities would occur and cost estimations by phase.

STATEMENT OF QUALIFICATIONS

With submitted analysis, please include these items to document the firm’s qualifications:

1. Title page
2. Table of contents
3. Firm/company description
4. Brief biographic description of staff Assigned to the project
5. Project approach
6. Communication plan – Methods of engagement for officials, stakeholders, and the public
7. Experience with similar criminal justice and detention projects – Limit to four projects
8. References
9. Proof of Insurance Requirements
10. Estimate for Assessment Consulting fee

SUBMITTING QUALIFICATIONS

Submissions should be made in a package clearly marked with the identification of “JAIL NEEDS ASSESSMENT PROPOSAL.” Please submit ten (10) copies of your proposal to the attention of Brandon Huddleson, Greene County Administrator, 35 Greene Street, Xenia, Ohio 45385, 937/562-5002, no later than 2 o’clock PM., on Friday, June 15, 2018. It will be the responsibility of the consultant to timely deliver their qualifications and any cost of developing the RFQ response shall be the responsibility of the submitting firm.
Qualifications received after the date and time indicated above may not be considered.

QUESTIONS

Questions or clarifications regarding this RFQ may be directed to Brandon Huddleson, Greene County Administrator, bhuddleson@co.greene.oh.us. The last day to submit questions will be Friday, June 8, 2018 at 3pm. Only questions in writing will be accepted. Answers will be posted on the County’s website as an addendum.

Other communication regarding this RFQ with persons affiliated with the County is prohibited until the end of the RFQ selection process.

RESERVATIONS

The Commissioners reserve the right to reject any or all proposals for any reason and repeat the Requests for Qualifications process, waive irregularities, technical defect, or clerical error in any submittal, and accept the overall best proposal which is deemed by the Board to generally serve the best interests of Greene County.

SELECTION

The County will review all submissions. Prior to the final selection, the County may select a short list of finalists and may require firms to make presentations and/or require submittal of further documentation regarding the consultant’s capabilities, qualifications and consultant’s costs for this Assessment. Emphasis will be placed on those firms presenting the highest qualifications and exhibiting cooperative relationships with past clients. Of key importance is the consultant’s understanding of the National Institute of Corrections’ Planning of New Institutions (PONI) program and proven experience in the successful planning and operation of correctional facilities. Selection does not guarantee a contract will be awarded.

CONTRACT NEGOTIATIONS

The County anticipates negotiating total project fees with the selected consultant after the selection process has been completed. If a contract agreement cannot be reached with the first preferred consultant, the County reserves the choice to attempt to negotiate a contract with the second preferred consultant. This process will continue until a suitable agreement is reached and a contract is awarded by the Commissioners.

SELECTION SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue RFQ</td>
<td>May 15, 2018</td>
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<tr>
<td>Question Deadline</td>
<td>June 8, 2018</td>
</tr>
<tr>
<td>RFQ Submittal Deadline</td>
<td>June 15, 2018</td>
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<tr>
<td>Interview (if necessary)</td>
<td>July 11, 2018</td>
</tr>
</tbody>
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INSURANCE REQUIREMENTS

General Liability
   $1,000,000 Each Occurrence
   $2,000,000 General Aggregate

Automobile Liability
   $1,000,000 Each Accident

Worker’s Compensation and Employer’s Liability
   Statutory limits

Professional Liability or Errors and Omissions
   $1,000,000 per Loss
   $1,000,000 Aggregate

To be advertised May 15th and May 22nd, 2018.