

**REQUEST FOR QUALIFICATIONS**  
**(RFQ) JAIL-01**

CONSULTING SERVICES FOR INMATE CONFINEMENT AND REHABILITATION  
FOR BOYLE AND MERCER COUNTY  
DETENTION CENTER

**BOYLE COUNTY FISCAL COURT**  
**DANVILLE, KENTUCKY**

Closing Date/Time:

June 9, 2017 at 1pm (EST)

Boyle County Fiscal Court  
Attention: Harold W. McKinney  
321 West Main Street, Room #111  
Danville, KY 40422

Phone: (859)238-1100 Fax: (859) 238-1108

**STATEMENT OF INTENT:**

The Boyle County Fiscal Court is soliciting qualifications from a Consulting firm for an innovative model of an inmate confinement and substance abuse rehabilitation facility for the Boyle and Mercer County Detention Center, located in Danville, Kentucky. The solicitation will be publicly advertised in the legal section of the local newspaper, various professional journals/websites and The Dodge Report. The solicitation shall also be available electronically at website [www.boyleky.com](http://www.boyleky.com).

Only firms that have successfully designed centers of a similar nature will be considered. Proposals, comprising two or more Consulting Firms, as a joint venture or similar teaming arrangement may be considered.

**SCOPE OF WORK:**

The Boyle County Fiscal Court is soliciting qualifications to provide a full-scope model for the creation of a detention facility for the secure and unsecure confinement of inmates, and to those applicable inmates, a substance abuse rehabilitation program within the county detention center walls and in conjunction with the county's non-residential treatment facility. The model must include funding sources and an estimated annual budget. The confinement of inmates and substance abuse program services shall comply with applicable requirements of the Kentucky Department of Corrections and all federal regulations. The location of the detention center is 1860 South Danville Bypass, Danville, KY 40422. The location of the non-residential treatment facility is 454 South Third Street, Danville, KY 40422.

**SUBMISSION INFORMATION:**

RFQ's must be submitted in the format prescribed herein. Failure to comply with the directions listed in this RFQ, or omission of requested information, could result in disqualification. RFQ's are to be submitted in a sealed package, clearly marked with the following:

**RFQ JAIL-01**

**"CONSULTING SERVICES FOR BOYLE/MERCER COUNTY DETENTION CENTER"**

**Closing Date/Time: June 9, 2017 at 1 pm (EST)**

The RFQ's will be received at the office of the Boyle County Fiscal Court.

**Boyle County Fiscal Court**  
**ATTN: Harold McKinney, 321 West Main Street, Room #111**  
**Danville, KY 40422**

One (1) original, five (5) copies, and one (1) CD-ROM of the RFQ must be received at the Office of Boyle County Judge-Executive by 1pm (EST) June 9, 2017. No RFQ's will be accepted after 1pm (EST). Faxed or emailed RFQ's are not acceptable.

RFQ's received will become the property of Boyle County. All information contained in the RFQ's will remain confidential until after the award and signing of contract. Boyle County reserves the right to cancel the RFQ or to reject any and all responses received, to waive any technicalities or other conditions if it determines, in its sole discretion, that such cancellation or rejection is in the best interest of Boyle County.

**CONTACT WITH THE CLIENT:**

All questions are to be submitted in writing to Barry Harmon, Boyle County Jailer, [bharmon@boyleky.us](mailto:bharmon@boyleky.us). Written/emailed responses to questions will be provided to all firms who have requested RFQ information.

**COST OF QUALIFICATION:**

Boyle County assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a RFQ. The entire cost of preparing and submitting RFQ's, including oral presentations if required, or any work in connection therewith, will be borne by the submitting firm.

**RESPONSIBILITY OF SUBMITTING FIRMS:**

RFQ's must be signed by an authorized official to bind the firm. All signed RFQ's will be considered binding for a 90 day period after the receipt deadline.

**PROHIBITION OF GRATUITIES:**

Firms shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Boyle County Fiscal Court for the purpose of influencing consideration of this RFQ.

**OWNERSHIP OF MATERIAL:**

Ownership of all data, material, and documentation originated and prepared for Boyle County pursuant to this RFQ shall belong exclusively to Boyle County.

**SELECTION AND NOTIFICATION:**

It is anticipated that the schedule for selection will be as follows:

RFQ Issued and Advertised	February 14, 2017
Deadline to submit RFQ	June 9, 2017
Finalist selected and notified	June 27, 2017

The firm selected will be notified by the Boyle County Judge-Executive. This project may be awarded in whole or in part at the sole discretion of Boyle County. Boyle County will negotiate and execute a contract prior to the beginning of the actual services. Should contract negotiations fail, Boyle County will negotiate with one of the highly ranked firms. In general, the contract will comply with applicable laws and standard provisions and shall contain the following terms: Detailed scope of services, schedule for providing services, and cost of services.

**INSURANCE:**

Prior to commencing work, the consulting firm shall furnish proof of insurance satisfactory to Boyle County Fiscal Court. Coverage shall include Worker's Compensation, Errors and Omissions, Professional Liability, an overall Umbrella Policy to supplement all underlying policies

and such other coverage as fiscal court may deem necessary. Boyle County Fiscal Court must be named as an additional insured in all certificates of insurance.

**GENERAL:**

The Consulting Firm agrees that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Firm further agrees that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

RFQ's submitted are not publicly available until after award by Boyle County Fiscal Court. All RFQ's and supporting materials, as well as correspondence relating to this RFQ becomes the property of Boyle County.

**PROPOSAL REQUIREMENTS:**

The RFQ must be organized into a booklet with numbered pages and provided in a clear and concise 8 1/2" x 11" format. Foldouts of 11"x17" will be permitted.

- Transmittal or Cover Letter to include firm name, address, contact name, email address and telephone number. The submittal should also include contact name, email address and telephone number for primary person assigned to the project. The submittal must also include of any addenda issued and state whether or not the firm has been involved in any litigation within the past five (5) years arising out of firms' performance - explain fully. List all exceptions to this RFQ.
- Provide an organizational chart of the Project Team. Provide brief resumes and state the relevant experience of each team member.
- Provide Firm's Qualifications. Identify the primary firm and contact person including address, e-mail and telephone number. Provide basic information about the background of the firm. For a multi-office firm, state the amount and type of staff resources available at each location.
- If the RFQ involves multiple firms, provide a concise identification of all firms which will be utilized. Include the nature of those firm's practices, and the extent of their respective roles in providing the proposed work for the County.

- Provide examples of successful projects (no more than five (5)) that demonstrate the firm's expertise in designing Detention Centers or similar centers. Within this section provide the following information:
  - Project Name and Scope
  - Projected & Final Project Cost, if over or under budget, why?
  - Was Project Completion Date Met? If not, why?
  - Architect of Record
  - Project Manager
  - Name of project owner, contact name, email address and telephone number for reference

While every effort has been made to ensure the accuracy and completeness of information in the RFQ, it is recognized that the information may not be complete in every detail and that all work may not be expressly mentioned herein.

**EVALUATION PROCESS:**

The Selection Committee will review each RFQ received utilizing the following criteria. At Boyle County's discretion, presentations may be requested as part of the evaluation process.

- Related experience on Detention Centers or similar centers
- Respective qualifications of proposed Project Manager and Consultants (if any)
- Demonstrated experience in completing projects on time
- Demonstrated ability to meet cost control objectives
- Demonstrated ability to maintain quality control
- References

The Selection Committee will review the RFQ's and make recommendations to the Boyle County Fiscal Court.

**ASSIGNMENT OF CONTRACTURAL RIGHTS:**

It is agreed that the successful firm will not assign, transfer, convey, or otherwise dispose of a contract that results from this RFQ or the right, title, or interest in or to the same, or any part thereof, without prior written consent by Boyle County.

**STANDARD TERMS AND CONDITIONS:**

- Duties, Responsibilities, Inclusions and Exclusions shall be in accordance with Kentucky Department of Corrections regulations for Consulting Services and Fee reimbursement.

END