



CLINTON COUNTY JUSTICE COORDINATING COMMISSION

REQUEST FOR PROPOSAL JAIL NEEDS ASSESSMENT & CONSULTING SERVICES

FIRST ADDENDUM: FREQUENTLY ASKED QUESTIONS

Sealed Proposal Due Date: 4:00 p.m. on May 31, 2013

I. Introduction

Clinton County, Iowa, by and through the Clinton County Justice Coordinating Commission ("Commission"), is seeking sealed proposals from qualified criminal justice consulting firms who possess knowledge, skills, and experience in pre-architectural jail planning to conduct a comprehensive jail needs assessment study and provide pre-architectural consulting services. The purpose of this study is to develop a plan that will establish current and future capacity requirements and operational costs associated with the replacement of the current facility with a new facility and provide an initial estimate of the cost of construction.

This addendum ("First Addendum") is being provided to better enable firms to satisfy the intent and requirements of the Request for Proposal for Jail Needs Assessment & Consulting Services when preparing their proposals, which are due no later than 4:00 p.m. on Friday, May 31, 2013.

II. Frequently Asked Questions

Q: Do you have an expected completion date by which any required reports must be finalized?

A: While no specific deadline has been established, the Commission believes it would be beneficial to have all work completed by the beginning of November.

Q: How should proposal sections be formatted (e.g. separately for each package or as one full proposal)?

A: Proposals should be assembled as one complete document. Detailing the proposal into separate packages is primarily for our convenience in budgeting for this comprehensive project. The proposal should address each of the four packages under the heading "Scope of Services Desired" as detailed on page 13 of the RFP.

Q: Regarding site evaluation, is this project isolated to simply establishing the criteria by which potential sites may be evaluated or will an actual evaluation need to be conducted? If an evaluation is to be conducted, how many sites could be expected to be a part of this evaluation?

A: Proposals must include the process of developing site evaluation criteria and a preliminary identification of sites to consider. Proposals may also include the actual evaluation of potential sites if the proposer believes it proper. Proposals should provide an explanation why that additional task would be advisable given the intent of the overall proposal.

Q: Has a budget been established for this part of the project?

A: A firm budget has not been established for this phase of the project. As discussed in our selection criteria, we are primarily focused on obtaining a high quality service that will be beneficial to Clinton County taxpayers. As such, we will be evaluating the costs after a preliminary evaluation of the content of each proposal. Some funding has already been designated for the purpose of

this RFP, and other funding is available if it is deemed necessary and appropriate to achieve the goals of the project.

Q: Will Clinton County be awarding or splitting any of the packages to different firms? Will you accept a reduced, combined cost if awarded all four packages?

A: We do not believe it would be in the best interest of Clinton County taxpayers to split up this phase of the project across multiple criminal justice planners. While an overall project team may consist of a separate criminal justice planner and architect, the scope of services under this RFP should be consolidated under one contract. The structure of four packages in the RFP is primarily for our convenience in budgeting and not indicative of a desire to award different parts to different firms. If savings can be achieved by awarding all four packages as part of the contract, that should be noted in each firm's budget proposal.
