



County of Allegheny

RICH FITZGERALD
COUNTY EXECUTIVE

DEPARTMENT OF ADMINISTRATIVE SERVICES DIVISION OF PURCHASING AND SUPPLIES

REQUEST FOR PROPOSAL

FOR

RETHINKING THE ALLEGHENY COUNTY JAIL FACILITY (CONSULTING SERVICES)

SPECIFICATION NO. 8549

This Request for Proposal contains requirements for proposers to assist the County in meeting M/W/DBE goals and our Veteran owned small business goals. Therefore, proposers must document their plan or good faith efforts to meet those goals. Please see the Requirements and fill out the Participation Statement.

RFP DUE DATE: Wednesday, August 18, 2021, 11:30 A.M., E.T.

PROPOSAL SUBMITTAL: All proposals must be submitted electronically. No proposals shall be accepted in person, by U.S. Mail, by private courier service, via oral or email communication, telephone or fax transmission.

PERIOD OF CONTRACT: December 1, 2021 through November 30, 2024.

**Jason Sterner
Purchasing Agent
412-350-3576**

Jason.Sterner@AlleghenyCounty.us

I. PURPOSE AND GENERAL INFORMATION

Allegheny County is seeking Proposals from qualified consultants to lead a planning, design, and budget process that generates design and budget options for changes to the Allegheny County Jail facility at 950 Second Avenue. Allegheny County is committed to reducing reliance on incarceration and is seeking options to redesign or reuse the existing jail facility or site in a way that reflects a significantly smaller jail population, better meets the needs of people who are incarcerated, and improves the working conditions for the correctional officers, attorneys, and social and health services providers who work in the jail.

The consultant will:

- lead a planning process that includes local government and criminal justice stakeholders, jail personnel, and community members to generate at least two design options for the jail facility;
- produce designs and/or high-level architectural plans and specifications for options that emanated from the planning process;
- work with County staff to develop cost options for the plans developed.
- prepare the selected option bid documentation for bidding by qualified Contractors
- assist the County in evaluating bids and selecting a Contractor
- value engineer the selected design option to align with available funding

The consultant will have experience engaging diverse stakeholders in planning processes for large-scale public design projects. Two or more organizations may submit one comprehensive Proposal in which they collaborate with one of the Firms being the Lead and any other Firm(s) being listed as Subconsultant(s) to the Lead.

Allegheny County is issuing this RFP on behalf of its partners in the Safety and Justice Challenge project. The Safety and Justice Challenge is a project funded by the John D. and Catherine T. MacArthur Foundation to reduce the jail population and racial and ethnic disparities. The project partners include:

- Fifth Judicial District of Pennsylvania Court Administration
 - Criminal Division
 - Pretrial
 - Adult Probation
- Allegheny County government – Executive branch, including:
 - Department of Human Services
 - Jail
 - Office of the Public Defender
- District Attorney’s Office

II. PROJECT BACKGROUND

In 2015, Allegheny County Executive Rich Fitzgerald asked the University of Pittsburgh’s Institute of Politics to assemble a Task Force to examine how the criminal justice system could become “fairer and less costly, without compromising public safety.” The ensuing Task Force

put together a [report](#) outlining recommendations ranging from providing public defender representation at first appearance to improving case disposition times. Since the report, Allegheny County has closely partnered with criminal justice system leaders to carry out many of the identified reforms. In 2018, Allegheny County was awarded a [Safety and Justice Challenge grant](#) from the John D. and Catherine T. MacArthur Foundation that supports strategies to reduce the Allegheny County Jail population. In 2020, DHS and Allegheny County Emergency Services co-convened a [Crisis Response Stakeholder Group](#) to improve Allegheny County's response to behavioral health crises. Strategies that are anticipated to continue reducing the jail population include implementing court processing efficiencies and closely monitoring the population that is detained for probation violations and utilizing alternatives to incarceration wherever possible. These efforts are a part of the commitment that Allegheny County has made to preventing criminal justice involvement and safely reducing reliance on incarceration.

Another component of Allegheny County's effort to reduce incarceration, ensure public safety, and improve fairness is to review the use of the current Allegheny County Jail facility. In 2019, the University of Pittsburgh's Institute of Politics held a forum entitled "[Repurposing Jails to Meet 21st Century Community Needs](#)." The forum featured many speakers who were closely involved in New York City's work to approve the closure of facilities on Riker's Island and the construction of borough-based jails that have a smaller bed capacity. During the forum it was noted that if Allegheny County had the same incarceration rate as New York City, that its jail population would be closer to 600, rather than frequently over 2,000. The forum provided inspiration for the idea of rethinking the current Allegheny County Jail facility and considering how it might accommodate a smaller number of jail beds and be redesigned to better meet the needs of people who are incarcerated.

As a follow up to the forum, Allegheny County looked at ways that it could reach an ambitious jail population reduction goal that would bring its incarceration rate closer in line with jurisdictions like New York City. The current Allegheny County Jail facility opened in 1995 with a capacity of 1,850 and to allow for expansion to up to 2,400. Despite a steep decline in crime since the opening of the facility, the jail population largely grew over time. While the average daily population of the jail was 1,507 in 1995, this figure was over 2,300 each year from 2003-2015. Thanks to the concerted efforts of county and criminal justice stakeholders and the rapid response to the COVID-19 pandemic, the average daily population during the last year is down to 1,711 in the jail and 97 in alternative housing facilities, without a resulting impact on public safety. An examination of reforms that have been implemented across the country to reduce jail bookings and length of stay for people in jail has been used to generate projections about the impact that similar reforms would have in Allegheny County. Those projections suggest that Allegheny County could further reduce its jail population to under 1,100.

Knowing that Allegheny County does not require the full capacity of the current jail facility, Allegheny County is seeking to rethink what kind of physical environment is necessary to best meet the needs of a smaller population. The Allegheny County Jail space could be redesigned to better support programming, reentry planning, and health service delivery that serves individuals while they are incarcerated and helps them prepare for release. Allegheny County has invested in evidence-based services in the jail to serve medium to high-risk people who are sentenced to the jail, yet the physical layout of the jail is limiting for service delivery for all. There has also been

growing attention to the way that the physical environment of correctional facilities impacts the health and well-being of people who are incarcerated and correctional staff. A redesign of the jail should consider how physical and operational changes to the facility could best serve a significantly smaller jail population. This work will be guided by the following principles:

- Incarceration is among the most serious actions that government can take since it deprives an individual of personal liberty; it is not the only way that people can be held accountable for causing harm. It should be utilized only as necessary for public safety and with consideration of its social and economic impacts.
- Individuals who are held in jail to preserve public safety should have access to services and supports in the jail that address the underlying causes of their criminal offenses. Meeting the needs of people who are incarcerated will help to make all our communities safer.
- Any jail facility should ensure the safety and wellbeing of people who are incarcerated, people who work in the facility, and people who visit the facility.

Current Facilities

Allegheny County incarcerates individuals at the Allegheny County Jail facility at 950 Second Avenue and alternative housing sites run by two contracted providers. The current Allegheny County Jail facility opened in 1995 to replace a jail that had been in operation since 1886. The old jail held up to 900 individuals in 610 cells, and utilized the rotunda for recreational activities ([Source](#)).



Old Allegheny County Jail ([Source](#)).

Following a series of court orders to address overcrowding and unconstitutional conditions in the jail, Allegheny County was ordered to build a new jail facility ([Source](#)). The facility at 950 Second Avenue opened in 1995 and is located next to the Pittsburgh Municipal Court. It contains

35 living units on 8 dual-level floors. On average, each housing unit or “pod” has 56 cells on two levels and is constructed with cells along the perimeter of the pods surrounding an interior common space for eating and recreational purposes. The housing units are designed for direct supervision.



Allegheny County Jail ([Source](#))



Allegheny County Jail ([Source](#))

Cells within the housing units contain bunk beds with thin non-flammable mattresses, a sink, a toilet, and a small window on the door. Typically, two persons will occupy one cell. Common spaces within the housing units provide televisions. Pods were designed according to minimum correctional standards for unconvicted incarcerated individuals ([Source](#)).



Allegheny County Jail ([Source](#))



Allegheny County Jail Veteran's Pod ([Source](#))



Allegheny County Jail Veteran's Pod ([Source](#))

In addition to the jail facility, Allegheny County contracts with two providers who run alternative housing facilities that provide an option for housing incarcerated individuals outside of the jail. A key difference between the jail facility and alternative housing is that some individuals in alternative housing are permitted to leave the facility during specific timeframes for work. The two providers of alternative housing run facilities that can house up to 286 individuals ([Source](#)).

- [Renewal](#) can house up to 150 men and 30 women. Renewal offers work release programs, workforce development programs, drug and alcohol treatment, mental health outpatient services, family support services, and community service opportunities to residents. Additionally, Renewal partners with Lydia's Place and GetPaid.
- [The Program](#) operates two facilities, Allegheny County Treatment Alternative (ACTA), which can house up to 50 men and the West Homestead Center, which can house up to 56 women. The Program offers inpatient drug and alcohol treatment, outpatient drug and alcohol treatment, case management, and employment services to residents.

Jail Facilities for Staff

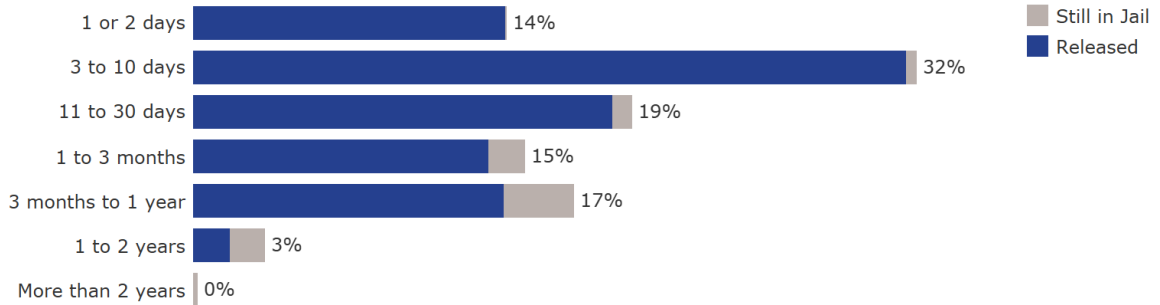
It is the [Allegheny County Bureau of Correction's policy](#) that all administrative, security, professional, clerical, and other staff/personnel have access to the following: an area to change clothes and shower, a private area/room/lounge for eating and breaks, access to physical training facilities and equipment, space for training, space for shift change briefings, and private toilets and showers.

Jail and Alternative Housing Populations

There are multiple reasons why an individual can be held in the Allegheny County Jail or alternative housing facilities, including serving a county sentence, awaiting trial, awaiting resolution of a local or state supervised probation violation, being held for transfer to other correctional institutions, being held for violations of child support orders or protection of abuse orders, and awaiting release to treatment facilities. Individuals may be sentenced to up to 23 months in the Allegheny County Jail, but most individuals are held for shorter periods of time while awaiting trial or resolution of a probation violation.

Length of Stay i

For individuals booked during the selected date range, the median length of stay is **13 days**, and the average length of stay is **62 days**.



Length of Stay in Allegheny County Jail (All individuals, 1/1/2019-3/25/2021)

Length of Stay in Allegheny County Jail by Demographic Group			
Allegheny County Jail Population Management: Interactive Dashboards			
		Median Length	Average Length
Legal Sex	<i>All</i>	13 days	62 days
	<i>Female</i>	8 days	36 days
	<i>Male</i>	15 days	68 days
	<i>Other</i>	1 day	1 day
Race	<i>All</i>	13 days	62 days
	<i>Black</i>	15 days	72 days
	<i>White</i>	11 days	49 days
	<i>Other</i>	12 days	69 days
Age	<i>All</i>	13 days	62 days
	<i>Under 18</i>	22 days	87 days
	<i>18-24</i>	13 days	76 days
	<i>25-34</i>	14 days	66 days
	<i>35-44</i>	13 days	55 days
	<i>45-54</i>	12 days	53 days
	<i>55-64</i>	13 days	58 days
	<i>65 and above</i>	11 days	47 days

Data about the holding status of individuals in the jail can be found in this [dashboard](#). The jail and alternative housing tend to hold different populations of people. Roughly 23% of individuals in alternative housing are serving sentences, compared with only 5% of people in the jail.

Black individuals are highly overrepresented in the jail and alternative housing. Despite only 13% of Allegheny County’s population being Black, Black individuals make up 68% of the jail population. The jail also holds a significant number of individuals with mental health and substance use issues. Roughly 75% of people in jail have at some point accessed services related to substance use or mental health. .

Improving Facilities

In the years since the Allegheny County Jail facility was built, there have been more examples of correctional facilities designed to support the rehabilitation and reintegration of the people held there. These facilities can serve as models for the types of environmental changes that could be a part of a redesign of the Allegheny County Jail.

Recognizing the connection between physical surroundings, mental wellbeing, and post-incarceration outcomes, several European countries have placed an increased importance on the physical environment of correctional facilities. It is important to note that the European examples below are prison facilities, which hold individuals who have been convicted of crimes and are serving sentences. As a result, most of these examples are holding individuals for longer periods of time than the typical length of stay in the Allegheny County Jail.

- Halden Prison, Norway:* In 2007, Norway began a process of reforming its prison system, with the hopes of improving housing, workforce, and financial reintegration for individuals leaving prison. [Halden](#) was the first facility to be redesigned with this purpose in mind. With the hopes of maximizing the use of the site, designers intended for individuals to walk between residential and program areas as much as possible. As a result, the living quarters are located in a ring around a central recreational space. In total, the facility houses 251 individuals, who live in rooms that resemble college dormitories with full bathrooms, a fridge, and access to cooking and recreational facilities. While most correctional facilities use “static security”, which creates a reactive environment that prevents negative behavior, Halden utilizes “dynamic security,” which focuses on maintaining safety through strong interpersonal relationships between correctional staff and people who are incarcerated. There is a focus on skill development through workforce development, exercise, and cooking classes. Designers also paid special attention to building aesthetics, using natural color palettes and mixed materials. Norwegian recidivism is currently between [20 and 25%](#), a marked decrease from its [60-70% recidivism rate in the 1990s](#). Further [studies](#) have found that Norway’s jail redesign has led to formerly incarcerated individuals being larger contributors to Norway’s economy, a 34% increase in job training programs, and a 40% increase in employment rates.
- Neustrelitz Prison, Germany:* In [Neustrelitz Prison](#), 150 incarcerated individuals between the ages of 18 and 25 are housed together and receive focused programming. The facility is comprised of a set of low-rise buildings connected by large outdoor spaces for recreational activities and farming. Everyone has their own room (which can be decorated) with a toilet, and a large window. Upon exiting the facility, they receive assistance looking for an apartment. Everyone has a minimum-wage job across a variety of focuses (painting, cooking, woodworking) and for recreational activities, individuals can make wine at a vineyard and care for animals. In [2007, the German recidivism rate was 33%](#).
- Storstrom Prison – Denmark:* [Built in 2017 with a focus on improving re-entry](#), the high-security facility can house 250 incarcerated individuals, each of whom has a 40 square foot cell with a private bathroom and shower, as well as a large window for natural light. Communal kitchens where individuals can make their own food are located between rooms. [Recreational facilities](#) include soccer, track, basketball, paddling, meditation, art

exhibits, and worship areas. The facility is in a remote farmland island and is surrounded by a 20-foot wall. In 2012, Denmark had a [recidivism rate of 27%](#).

In the United States, there are a handful of facilities that have pursued jail renovations and operational changes in an effort to reduce recidivism and improve post-incarceration outcomes. Although these examples are in their infancy, on-the-ground stories are encouraging that the initiatives have successful impacts on incarcerated individuals.

- *Missouri River Correctional Center, North Dakota:* In the last 30 years, North Dakota's population has increased by 20% whereas the incarcerated population has increased by 250%, primarily driven by the war on drugs. In response to this dramatic increase in the incarcerated population, the [Missouri River Correctional Center](#) remodeled their prison facility and programming to follow Norwegian models. In terms of design, the MRCC is a 241-acre development with outdoor recreational fields and several low-rise buildings that are used for a range of purposes (kitchens, welding classes, laundry centers, classrooms, and dorms). There are 13 dorms with 191 beds in total. Two individuals share a room that is carpeted and has a private bathroom. Social norms play a large role at the MRCC: incarcerated individuals are referred to as residents and called by their first names, all residents and staff wear casual dress, reasons for sentencing are not discussed, and the facility is referred to as "The Farm".
- *Las Colinas Women's Detention and Reentry Facility, California:* Noting that most incarcerated individuals suffer from abuse, trauma, and/or mental illness, the County of San Diego and the Sheriff's department proposed [redesigning the LCDF with wellbeing in mind in 2014](#). Inspired by college campuses, the LCDF was developed on a 45-acre site with different zones for administrative, communal, program, and housing focuses. Each zone is connected by a green space that can be used for recreation. Administrative buildings are at the entrance of the campus, the cafeteria opens into a walkway and recreational space, and residential units are clustered around outdoor courtyards. Housing and program facilities can be used in a variety of purposes and has accommodations for individuals with developmental needs. Outdoor recreational spaces are shared between residents with the same security level. In total, the facility can accommodate 1,280 individuals. [Special attention was also paid to the aesthetic design](#) of the facility: a light color palette, natural light, and a mixture of soft materials were used to create a welcoming environment.
- *Cheshire Correctional Facility, Connecticut:* In 2017, the CCF created a [pilot program](#) for young, incarcerated individuals modeled after Germany's program. 54 young individuals are housed together, work with staff, and are mentored by older men serving longer sentences. [Four housing units are located on the 25 acre site](#), inside of which there are spaces for counseling, workforce development, yoga, and recreational activities. Internally, CCF has a [lower incidence rate than general population facilities](#).

In addition to prison facilities that have been renovated or rebuilt to improve wellbeing and promote successful reentry, some jurisdictions are planning new jail facilities that incorporate rehabilitative elements and are also intended to reduce the number of people who are incarcerated.

- *New York City:* In 2019, [New York City Council approved a plan](#) to close Rikers and rebuild four borough-based jails. The plan includes efforts to support prevention and

alternatives to incarceration to further reduce the jail population from its current level of 7,000 to 3,300.

- *Dane County, Wisconsin*: Dane County plans to [construct a new jail to replace an outdated facility and reduce the total bed count](#). The planned reduction in jail beds is the result of ongoing work to reduce their jail population.

Having successfully reduced its jail population and with plans for further reductions, Allegheny County seeks to use the examples of these and other correctional facilities to rethink the use of the Allegheny County Jail and its alternative housing facilities.

III. SCOPE OF SERVICES AND GENERAL REQUIREMENTS

Allegheny County is seeking firms with experience with large-scale, public or government projects to develop community- and stakeholder- informed design options, plans and cost estimates for a redesign of the Allegheny County Jail. The consultant will provide the following professional services:

1. Lead a participatory planning process that gathers local government and community member input on how to transform our holding facilities to achieve public safety, rehabilitation, and workforce goals. This planning process could include jail redesign, changed/increased use of alternative housing facilities, selling the existing facility and using a different facility, and more. (Described in more detail below).
2. Utilize the input from the planning process to develop at least two design and architectural options in conjunction with key stakeholders that will be presented to the County Leadership. (Described in more detail below).
3. Work with County staff to develop cost options for the plan(s) developed.
4. Prepare the selected option bid documentation for bidding by qualified Contractors.
5. Assist the County in evaluating bids and selecting a Contractor.
6. Value engineer the selected design option to align with available funding (if necessary).

Participatory Planning Process

The consultant will develop and facilitate a series of planning sessions that solicit input on a redesign of the jail facility. The project plan should include the following details about the participatory planning process:

- *A plan to engage local government and community stakeholders*. The planning process must include diverse perspectives, including people who have been incarcerated in the Allegheny County Jail, family members of incarcerated people, correctional officers, organizations that deliver services in the jail, criminal justice system stakeholders, advocates, and other community members. The Successful Proposer will work with the project leadership to ensure that the necessary local government stakeholders are engaged in the process, but the Successful Proposer will demonstrate an ability to engage a wide range of community members. Black people and other people of color have been disproportionately impacted by incarceration and must be well represented within any planning processes about the jail facility.

- *The methods that will be used to solicit input.* The Proposer will propose creative ways to obtain the perspectives of the local government stakeholders and community members on the following topics:
 - The purpose of the jail
 - Elements that should be present in the Allegheny County Jail facility to improve the capacity for diversion, service delivery, and preparation for successful release
 - How the jail facility and alternative housing facilities should be utilized for a smaller incarcerated population
 - Whether any space should be utilized for non-carceral functions.

- *The activities that will be facilitated to generate design ideas.* The Proposer will propose participatory design activities that will be facilitated with the local government stakeholders and community members to transform the input of the participants into design concepts. The activities proposed should be interactive and engage the participants in planning around how their ideas will be translated into a physical design for the Allegheny County Jail as well as limitations of design that cannot accommodate proposed ideas. Proposed activities should be able to be completed virtually, in case in person activities are not possible due to COVID-19 safety concerns.

The Successful Proposer will continue working with key stakeholders in an ongoing way as the feedback from the planning process is transformed into design concepts. It is important that there is stakeholder collaboration throughout the entire process to understand possible design impacts on factors such as transportation completed by the Sheriff's Department, privacy for attorney visits and behavioral health professionals, the visitation experience for family members of incarcerated individuals, and other considerations.

Design Options

The Successful Proposer will utilize the results of the participatory planning process to generate at least two design concepts that will be presented to the County Executive. The two options should include the following.

- Design concepts for the Allegheny County Jail and any other locations that are proposed as a part of the restructuring plan, such as alternative housing locations. The designs should include cost estimates for the construction and any operational procedures, such as transportation, that would change as a result of the proposed design.
- Models for jail housing and programming
- If applicable, any proposed non-carceral uses of the facility

IV. PROJECT PARAMETERS

The Proposal must consider the following parameters for the project.

- Any designs that are developed for the project should include a reduction in the number of people that can be housed in the Allegheny County Jail. Projections based on incarceration rates in other jurisdictions as well as possible reforms that could be

achieved locally, suggest that 500-1,100 beds would be more appropriate for Allegheny County's population and crime rate, although proposals could vary. Proposed plans may not fully eliminate all jail beds.

- The design options that are created could include any of the following:
 - A redesign of the current jail facility at 950 Second Avenue to lower the number of jail beds and improve the ability to meet the needs of people incarcerated in the jail and staff.
 - A redesign of the current jail facility at 950 Second Avenue that includes a repurposing of some space for non-carceral functions.
 - A plan to house individuals in a facility outside of 950 Second Avenue and demolish or repurpose that building.
- Allegheny County will continue to manage the jail facility, regardless of which design is selected.
- Design plans for correctional functions will need to account for security concerns of jail administration. The Successful Proposer will work with jail administration and other correctional staff throughout the process.
- Design plans should propose a physical environment that promotes the well-being of people who are incarcerated and staff in the jail.
- Proposed plans should be fiscally feasible and sustainable.

V. **PROPOSAL COMPONENTS**

1. **Design Team** - Name of firm(s), type of ownership (e.g., partnership, corporation, etc.), length of time in business, officers and principals with resumes, and a list of key personnel that will be assigned to this project with their resumes. Provide an organizational chart showing design team leadership and consultant roles.
2. **History and Experience** – Provide the following data for each design team member.
 - a. History – State the date the firm was organized as well as pertinent information on key transitional events from the date of organization to the present time.
 - b. Volume – State dollar volume of your contracts for similar projects over the past ten years. Identify dollar volume by type of practice and type of work (e.g., governmental facilities, educational, medical, industrial, commercial, recreational, correctional, other).
 - c. Backlog – State the dollar value of your present backlog of work by type and practice of work.
 - d. Staff – Describe your in-house staff numerically by discipline, as well as support staff. Indicate with respect to each category listed below: the total number of in-house staff, the percentage of work performed by in-house staff and the percentage of work performed by outside consultants (Categories-accounting, architecture, civil engineering, construction supervision, legal, electrical engineering, estimating, construction inspection, mechanical engineering, planning, safety, environmental engineering, structural engineering, value

engineering, management, computer technology, scheduling, secretarial, clerical and other).

- e. References – List former clients, along with names, addresses and telephone numbers.
- f. Experience – Describe unique experience you bring to this project. Provide examples of past projects which are similar in scope, particularly large-scale, public projects. Describe your experience with correctional projects and your knowledge of design concepts that enhance the health and wellbeing of incarcerated individuals and staff. Describe previous experience working with community-based organizations and public agencies to incorporate diverse perspectives into designs and architectural plans.
- g. Proximity – Describe physical proximity to location of project and type and level of home office support.

3. Project Plan

- a. Description of Services to be Provided and Project Approach– Describe your understanding of the scope of services to be provided, the role of your project team, and how you intend to manage the varied work assignments, including depth and variety of staff disciplines available and familiarity with federal, state and local codes laws and regulation governing the work and pertaining to this project. Provide a proposed schedule showing key milestones, meetings, and owner review periods. Indicate proposed start and final submission dates.
- b. Identity of Service Providers – Consultant must submit complete proposals outlining exactly what services they will perform to complete the project, including the identity of all who are proposed to provide services in all disciplines (e.g., architect/engineer, construction manager, etc.).

PROPOSAL SCHEDULE

Issue RFP: **July 1, 2021**

Mandatory Pre-Proposal Meeting: **Tuesday July 20, 2021 9:00am prevailing time**

Consultant Site Visit to Allegheny County Jail: **Tuesday July 20, 2021 – Immediately following pre-proposal meeting**

RFP Due to County: Wednesday August 18, 2021 – 11:30am prevailing time

Consultant Oral Presentations: **Thursday August 26, 2021 TBD***

Final Consultant Selection by County: **September 17, 2021**

Submit Price Proposal & Negotiate: **September 27, 2021**

Contract Signed by Both Parties: **November 17, 2021**

**The County shall contact Consultants to arrange time and place.*

VI. GENERAL CONDITIONS

Definitions

Agreement: “Agreement” means the negotiated contract between the Department of Public Works and the Consultant for performing services set forth in the Request for Proposal (RFP).

Change: “Change” is an addition to, or reduction of, or other revision to the scope of work in the Consultant’s Proposal and in the Agreement.

County: “County” means Allegheny County, a municipal corporation of the Commonwealth of Pennsylvania, acting by and through its qualified officials and employees.

Consultant: “Consultant” means the prime contractor to the Department for these professional services.

Department: “Department” means the Department of Public Works, Allegheny County.

Director: Unless otherwise indicated, the term “Director” refers to the Director of the Department of Public Works, Allegheny County.

Extra Work: “Extra Work” is any service or action required of the Consultant above and beyond the obligations of the project specific fee proposal.

MBE/WBE: “MBE” means Minority Business Enterprise.

“WBE” means Women Business Enterprise.

Owner: The “Owner” is Allegheny County. The Department of Public Works is responsible for administration of design and construction.

Request for Proposal: Letter written by the Director to one or more Consultants to advise them of their selection for consideration as a Consultant to the County. This letter is to request their proposal to the Department in response to a Scope of Services and other requirements.

Scope of Services: The “Scope of Service” is the detailing of all services and actions required of the Consultant which will become the obligations of the Consultant in the Agreement.

VII. MINORITY AND WOMEN BUSINESS PARTICIPATION

The Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation goals for this project will be 13% of the total price for MBE participation and 2% of the total price for WBE participation. The Consultant shall include in the proposal a plan on how and to what extent the MBE/WBE participation will be utilized. In order for the proposed MBE/WBE participation to be considered, a copy of a current

Allegheny County MBE/WBE certification letter for the Consultant or the subconsultants must be submitted with the proposal. Certification of MBE's and WBE's by Allegheny County is mandatory on or before proposal due date.

VIII. INSURANCE REQUIREMENTS

Prior to the beginning of work on this project, and until such time as the Consultant shall fully complete all work hereunder, Consultant shall at his own cost and expense, maintain in effect the following insurance coverages from an insurance company or companies authorized to do business in Pennsylvania.

The following are contract minimum requirements; although, higher limits may be requested:

1. Comprehensive General Liability Policy which shall include, but not be limited to the following coverages:
 - a. Contractual Liability covering this contract between the County and the Consultant
 - b. Independent Contractor
 - c. Broad form Property Damage
 - d. Completed operations

Consultant shall satisfy the limits of liability for Comprehensive General Liability with a combined single limit of one million (\$1,000,000) dollars per occurrence for injury to persons and damage to property.

Consultant shall name the County of Allegheny, the Chief Executive, the County Manager, the County Council, and the County employees as additional insured in the Comprehensive General Liability Policy with the right of notice.

2. Comprehensive Liability Insurance covering all owned and non-owned automobiles. Consultant shall satisfy the Automobile Liability Insurance with a combined single limit of one million (\$1,000,000) dollars per occurrence for injury to persons and damage to property.
3. Worker's Compensation Insurance - As required by law.
4. Architect/Engineer Professional Liability Insurance covering claims resulting from error, omission or negligent acts with a limit of not less than one million (\$1,000,000) dollars per occurrence.

The insurance company shall notify the County thirty days prior to the termination of the policy or to any change in the policy that would reduce or restrict the required coverages.

All premiums shall be at the expense of the Consultant.

IX. PROPOSAL SUBMISSION PROCEDURE

Proposers are required to submit their Proposals electronically via <https://allegHENYcounty.bonfirehub.com/portal/?tab=openOpportunities>. No Proposals shall be accepted in person, by U.S. Mail, by private courier service, via oral or e-mail communication, telephone or fax transmission.

Proposals must be submitted in the format described in this RFP. To be considered, the proposal must respond to all requirements in the RFP. The contents of this RFP and your proposal shall become part of any contract(s) entered into as a result of this RFP.

1. All proposals must show the following:
 - (a) RETHINKING ALLEGHENY COUNTY JAIL
 - (b) Consultant's name
 - (c) Consultant's address
2. All proposals are to be uploaded onto Bonfire no later than **August 18, 2021 11:30am prevailing time**
3. All proposals should contain a cover letter signed by the individual authorized to contractually represent the Consultant, summarizing the key points in the proposal. Submit your firm's proposal in accordance with the Allegheny County Department of Public Works' current Guidelines for Consultant Services. The proposal should contain a table of contents and listing the title, sections and major subsections of the proposal. All pages in the proposal are to be sequentially numbered by section, including appendices.

X. EVALUATION AND SELECTION

Based upon the Evaluation Criteria specified below, a Qualifications Evaluation Committee (QEC) shall submit a recommendation to the Executive Selection Committee (ESC) who will select a Consultant for negotiations.

Proposals will be evaluated based upon the criteria listed below:

1. Appropriate response to situation in terms of the problem scope, Department requirements and constraints; demonstrated interest in the project; clarity, cohesiveness, quality, completeness, accuracy and organization of presentation and proposal.
2. Consultant's management and production methods, project scope, schedule and cost control methods.

3. Recognition of Department Guidelines for Consultant Services objectives, comprehension of inspection/design/construction management requirements, team adequacy/competency.
4. Presentation of relevant projects and facts; familiarity with applicable design standards and Public Works requirements; experience with value analysis, specifications, Building Information Modeling, scheduling methods, inspection methods, construction methods.
5. Sensitivity to DBE requirements, public participation, schedule and other sensitive areas.

The QEC shall review and evaluate each Consultant's Proposal. The Proposal evaluation shall focus on determining conformance to this request for proposal. The QEC shall rate the Proposals in order of rating from first to last and make a recommendation to the County ESC which shall select the Consultant to perform the work.

The Department shall negotiate design fees with the selected Consultant. In the event that the negotiations fail, the Department will approach the next rated Consultant and will repeat the process until a selection is made.

XI. PAYMENTS TO CONSULTANT

The method of payment for services covered under the agreement shall be based on a Specific Rate of Pay Method of compensation in the Consultant's Proposal for the architectural/engineering services. Payments shall be made no more than once a month.

This tabulation shall specify each item of work, and the allocation of the amounts thereof, to each stage or phase of the total project, cumulative to the date of the cut-off for the partial payment, to include the following:

- The man-hours for each employee for a specified payroll period.
- The direct payroll cost for each work item.
- The man-hours used for each work item.
- The estimated percentage of completion of the work item.
- Computation of miscellaneous reimbursable expenses supported by copies of receipts and invoices.
- Certification by the Consultant as to the statement's accuracy.

It should be understood that the total cost of the agreement will not exceed the price quoted for each phase of work without prior approval of the Department, in the form of a Change Order.

XII. REJECTION OF SUBMISSIONS

The County reserves the right to reject and not to review any proposals which are delivered after 3:00 p.m. EST on May 21, 2014 or any proposals that do not strictly comply with the requirements of this RFP. The County further reserves the right to reject

any and all submissions received for any other reason, or to negotiate separately with any source whatsoever, in the manner necessary to serve the County's best interest. The County will evaluate all submissions based upon the capabilities and experience of each Consultant. Consultants are cautioned that the described project may not go forward. The County is not required to pursue any project with the Consultant. Final agreements and terms and conditions between the County and the Consultant will have to be negotiated. Each Consultant is responsible for all of its own costs associated with this RFP and the selection process.

XIII. SUBMISSION CONFIDENTIALITY

Unless required to do so by the Pennsylvania Right-to-Know Law, submission information will not be duplicated, used or disclosed in whole or in part for any reason other than to evaluate the submission. If, however, a contract is awarded to a Consultant as a result of or in connection with the submission of such information, the County will not be limited in its right to duplicate, use in any way, or disclose the information. This restriction does not limit the County's right to use information contained in a submission if it is obtained from another source without restriction.

END OF REQUEST FOR PROPOSAL