

LAW ENFORCEMENT MANAGEMENT INSTITUTE

A REQUEST FOR PROPOSALS FOR  
ARCHITECTURAL SERVICES  
JAIL CONSTRUCTION PROJECT

A LEARNING CONTRACT  
SUBMITTED IN PARTIAL FULFILLMENT  
OF THE REQUIREMENTS FOR  
MODULE I

BY  
HARMON IVIE

MESQUITE POLICE DEPARTMENT  
MESQUITE, TEXAS  
FEBRUARY, 1990

#110

## **INTRODUCTION**

Municipal procurement procedures are regulated by state law and by city charter and city policies. It is incumbent upon police managers to be aware of the legal and administrative environment in which they operate. Management of the police function involves many activities which are only remotely related to crime suppression and detection. The staff of the Law Enforcement Management Institute is cognizant of the need of the police administrator to be involved in many different processes; this is an example of participation in the procurement process for professional services.

Specifically, the document presented herein is a procurement instrument for architectural services required by the City of Mesquite in connection with the construction of a municipal jail facility. It is submitted for its possible value as an example of a project which, by its nature, is an unusual one. Very few police managers will have a great deal of experience with major construction projects. Knowledge must typically be gained from the experience of other agencies or other departments within one's own municipality. This document is an example of one agency's approach to the procurement process.

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**REQUEST FOR PROPOSALS #90-53  
ARCHITECTURAL SERVICES  
JAIL CONSTRUCTION PROJECT  
MESQUITE POLICE DEPARTMENT**

**I. Introduction**

The City of Mesquite is soliciting proposals for **ARCHITECTURAL SERVICES** to be performed in order to plan, design, and oversee construction of a municipal jail facility. The City desires to provide a safe, secure, functional, and efficient municipal jail facility to replace an existing jail. The new facility should include, in addition to detentions cells, appropriate book-in facilities, prisoner property storage, kitchen facilities, prisoner/visitor accommodations, shower facilities, DWI videotape/intoxilyzer area, separate juvenile holding area, secure prisoner sally port, and other features appropriate to modern municipal jail design. The facility is to be constructed adjacent to the existing police station located at 711 North Galloway Avenue, Mesquite, Texas. It is intended that the existing jail would remain functional until completion of the new facility; it is further assumed that the new facility can be constructed adjacent to the existing facility in order to maximize the efficiency of interaction between the new jail and the existing police facility.

Proposals for Architectural Services shall be written, and shall consist of an original and ten (10) copies. Proposals shall be mailed or hand-delivered to:

Mr. James R. Murray  
Purchasing Agent  
1515 N. Galloway Ave.  
P. O. Box 850137  
Mesquite, TX 75185-0137

The deadline for receipt of proposals by the City of Mesquite is May 3, 1990. Any costs associated with submission of a proposal shall be borne by the proposer. Proposals shall be in a sealed envelope, marked on the lower left corner "RFP 90-53".

Prospective proposers are encouraged to visit the site in order to develop an understanding of the existing structure and available space. Site visits may be scheduled by contacting:

Mr. Harmon Ivie  
Assistant Chief of Police  
Mesquite Police Department  
711 North Galloway  
Mesquite, Texas  
216-6231

or

Mr. M. W. Cotton  
Acting Bureau Commander  
Mesquite Police Department  
711 North Galloway  
Mesquite, Texas  
216-6248

## **II. Background**

Population statistics on the existing jail are not believed to be indicative of anticipated population of a new facility. As background information, however, the average population of the current facility was approximately 23 during 1989. Peak jail population exceeded 50 on several occasions during the past calendar year, but never exceeded 55. The average length of confinement is typically from 22 to 25 hours.

## **III. Scope and Basic Services**

The city desires to construct a jail facility which will meet both the immediate and long-range needs of the city. This RFP is for the design of the facility, including consultation services to the city and representation of the city during the construction process. The facility should be designed to maximize efficiency and prisoner security, and to minimize construction, staffing, and maintenance costs and liability exposure. The facility should meet the standards established by the Jail Standards Commission as well as any other relevant standards and requirements. It is anticipated that the jail construction project will be funded by general obligation bonds issued by the City of Mesquite. Such bonds have not, at this point, been authorized by the electorate. A bond election for such bonds has not been scheduled at this point.

Services solicited under this Request for Proposal include all services, other than actual construction, including but not limited to:

1. Consultation and Needs Analysis
2. Design--Architectural and Engineering
3. Construction Document Development
4. Specification Development
5. Cost Analysis
6. Bid Analysis
7. Construction Administration
8. Project Supervision for Compliance with Specifications

## **IV. Contents of Proposal**

Proposals submitted in response to this request should be complete, and should be developed and structured in such a manner as to demonstrate the competence and qualifications of the proposing firm to successfully complete this project. At a minimum, proposals shall include:

1. Identification of, and an overview of the qualifications of, each member of the architectural/engineering/design team that will be directly involved in the project.

2. A complete listing of jail or other public safety facility projects in which the proposing firm and/or any member of the architectural/engineering/design team have been involved. The listing shall be complete; omission of any jail or public safety project experience may result in disqualification from further consideration. The listing shall include information sufficient to allow contact with a responsible client representative.

3. A description of the specific steps in the process proposed to meet the objectives of the City.

4. The proposal document shall not include any information regarding professional fees, proposed project costs, or pricing.

#### V. Selection Process

Proposals will be reviewed by an evaluation team for the purpose of identifying and recommending those firms which offer, in total, the highest qualifications for this type of project. Based on the apparent qualifications as presented in the proposals, the evaluation team will select firms for interviews. Based on interviews, client contacts, project visits, and the original proposal, a final short list will be developed and ranked.

Following that process, negotiations will begin with the most highly-ranked firm, and only the most highly-ranked firm, in an attempt to arrive at a fair and reasonable price. Should those negotiations be unsuccessful, negotiations will be formally terminated and the firm so notified. Negotiations with the second-ranked firm shall then begin. That process will continue until satisfactory terms can be successfully negotiated. In no event shall negotiations with any firm be reopened after they have been formally terminated. In no event shall negotiations be undertaken with more than one firm concurrently.

A condition of the fee negotiations will be that a contract will be awarded in phases, and that each phase will be priced on a "not to exceed" basis rather than as a percentage of construction or other costs. The city will reserve the right to terminate the project at any point.

The City Council of the City of Mesquite shall have the sole authority to award a contract for this project. Issuance of this Request for Proposals shall not bind the city to enter into a contract with any proposer.

The City of Mesquite will comply with the Professional Services Procurement Act in the award of any contract for services under this RFP.

#### VI. RFP Issue Date

This Request for Proposals is issued on April 5, 1990.