

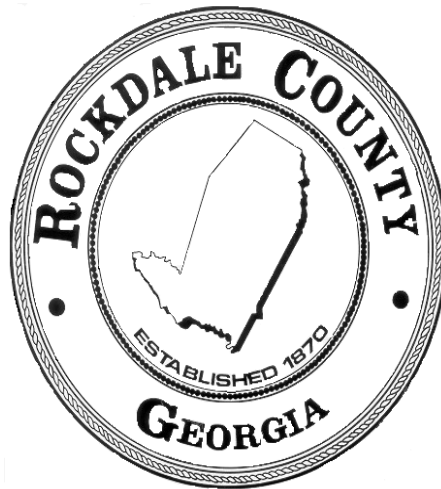
REQUEST FOR QUALIFICATIONS

No. 18-34

ROCKDALE COUNTY, GEORGIA

December 19, 2018

COURTHOUSE SECURITY RISK NEEDS ASSESSMENT CONSULTING



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

Rockdale County is requesting Statement of Qualifications for a **Courthouse Security Risk Needs Assessment** to be conducted by a qualified firm. Qualifications from firms will be evaluated and at a minimum, three (3) firms will be asked to submit a proposal to complete the needs assessment. Instructions for preparation and submission of qualifications are contained in this packet. Qualifications must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this RFQ and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at meagan.porch@rockdalecountyga.gov or the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Meagan Porch
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: meagan.porch@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

COPIES FOR EVALUATION:

Four (4) hard copies and one (1) original hard copy and one (1) CD or Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*) . CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

DUE DATE:

Sealed Qualifications will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, January 10, 2019.** Qualifications received after this time will not be accepted.

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFQ must be submitted to the Purchasing Division via email to meagan.porch@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Thursday, January 3, 2019.** It shall be the proposers responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFQ will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFQ.

QUALIFICATIONS OF OFFERORS:

The firm shall be independent and non-product affiliated.

No fewer than **five (5) years** of experience in performing security assessments and technical security designs for courthouse type facilities.

Proposers are to submit at least **three (3) references** from projects with similar experience.

Minimum insurance requirements of no less than \$1 million errors and omissions.

Present sufficient qualified personnel to carry out the project in a timely manner.

Demonstrated experience in conducting security work for Courthouse-like facilities of similar or larger size and scope.

Experience with security system design and cost estimating.

In evaluating Qualifications, the County may seek additional information from any company concerning such company's proposal or its qualifications.

PROPRIETARY INFORMATION

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

FINANCIAL STABILITY

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

SELECTION PROCESS:

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA:

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services for Rockdale County. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the Statements of Qualifications based on the following criteria:

- Staffing and Availability – Evaluation of the list of personnel specifically assigned to the RFQ proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Organization and Staffing, evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County. **(35%)**
- Experience/Performance – Review of the firm's qualifications and experience. Management approach to projects, past performance on projects of similar nature and complexity as the proposed project. Evaluation of client references including but not limited to references submitted in qualification response; overall responsiveness to County's needs. Provider financial capability, qualifications and experience. **(45%)**
- Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for Qualifications. **(20%)**

INTERVIEWS

Interviews may be scheduled. Interviews will be informal, and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

COURTHOUSE FACILITY INFORMATION:

1. Total square footage of the existing courthouse building footprint (including 1974-built courthouse, old post office building and historic courthouse);
Total – 68,066 sf
2. Total square footage of 1974-built courthouse and breakdown of square footage by floors;
1st floor – 9900
2nd Floor – 9900
3rd Floor – 9900
Total – 29,700
3. Total square footage of old post office building;
Entry level from Main St – 11,928 sf (includes Rotunda and hallway)
Lower level from Sallyport – 11,928 sf
Total – 23,856 sf
4. Total square footage of historic courthouse;
Entry level from Main St – 10,424 sf
Lower level from Sallyport – 4,086 sf
Total – 14,510 sf
5. Approximate breakdown of the total square footage of the existing courthouse building footprint by use (e.g., Superior Court, Clerk of Courts, D.A.'s Office, public space, etc.); and
 - a. DA – 5500sf
 - b. Superior Court – 10,000sf
 - c. Juvenile Court – 4500sf
 - d. State Court – 4400sf
 - e. Magistrate Court – 3800sf
 - f. Probate court – 1750sf (plus share 900sf courtroom with Juvenile court)
 - g. RCSO – 3300sf
 - h. Clerk of court – 13,000sf
 - i. Common space, mech, storage – 16,382sf

OCCUPANTS:**Superior Court**

- ❖ Trial court of general jurisdiction
- ❖ Has exclusive, constitutional authority over felony cases (except involving juveniles) prosecuted by the District Attorney's Office. Cases include:
 - Title to land
 - Equity
 - Declaratory judgments
 - Habeas corpus
 - Mandamus
 - Quo warranto
 - Prohibition
 - Adoptions
 - Divorce
- ❖ May exercise jurisdiction over other cases concurrently with the limited jurisdiction courts
- ❖ Authorized to correct errors made by lower courts by issuing certiorari, and for some lower courts the right to direct review by this court applies

State Court

- ❖ Trial court with limited jurisdiction covering misdemeanors and traffic violations, prosecuted by the District Attorney's Office
- ❖ Handles all civil actions regardless of the amount unless the Superior Court has exclusive jurisdiction

Juvenile Court

- ❖ Has jurisdiction over all children under 17 who are alleged to be:
 - Dependent (abused, neglected, abandoned, molested, etc.)
 - Delinquent (ages 7 to 16 depending on child's maturity)
 - Unruly, runaway, truant, ungovernable or beyond parental control
 - Commit a moving traffic violation.
- ❖ Tutoring – judge assigns tutors to work with court involved youth
- ❖ Child In Need of Services (CHINS) addresses youth who are unruly, runaway, truant, or beyond parental control
- ❖ Mentoring – mentors are placed with court involved youth
- ❖ Teen Court – teens act as a court to informally make restitution to victims
- ❖ Truancy Intervention Project (TIP) – informal steps to assure students attend regularly
- ❖ RESHAPE – decision making, relationship and life skills curriculum
- ❖ Functional Family Therapy – intensive in-home therapy for court involved youth considered to be medium to high risk.
- ❖ Community Service – judge assigns hours of Community Service work
- ❖ Drug Court – youth with drug violations have specific requirements for this court

Probate Court

- ❖ Estate matters
- ❖ Vital records
- ❖ Marriage licenses
- ❖ Weapons carry licenses
- ❖ Guardianships
- ❖ Conservatorships
- ❖ Ceremonial duties

District Attorney

- ❖ Function: to represent the State and Rockdale County in prosecution of criminal cases
- ❖ Victim Witness Assistance Program: provides support, encouragement and valuable information to assist crime victims, witnesses and their families in an effort to minimize the frustration, anxiety and fear often associated with the judicial process

Clerk of Courts

- ❖ DD214 Military Discharge Records
- ❖ Family Law Information Center
- ❖ Filing Fees
- ❖ Garnishment Exemption List
- ❖ Notary Information
- ❖ Recent Attorney Discipline
- ❖ Sex Offender Registry
- ❖ Trade Name Registration
- ❖ Traffic Citations

Sheriff's Office

- ❖ Holding Cells
- ❖ Security Checkpoints
- ❖ Central Security Control
- ❖ Office – Administrative Office Space
- ❖ Courtroom Facilities

CURRENT NEEDS:

Listed below are currently known areas of concern. This is not an all-inclusive list and Rockdale County will depend on the awarded consulting company to provide a more thorough Needs Assessment.

1. Secure Sallyport

A secure prisoner loading/unloading sally port for transport vehicles to keep our transfers of inmates safe and removed from the public viewing and prevent escapes or assaults. A maximum security intake is desirable that will accommodate a minimum of 6 patrol units.

2. Surveillance cameras/ Security Electronics

Surveillance capabilities/Security Electronics/Cameras in all areas of the courthouse be upgraded and enhanced to remove deadspots to include elevators, entrances, all points of entry, stairways, hallways, detainee holding areas, security areas, courtrooms, parking areas of the building, external and parking areas of the building and where money is collected.

3. State Court/Magistrate Court/Superior Court/Juvenile Court/Judge Mumford Holding Areas

Secure, institutional grade holding areas for the State Court, Magistrate Court, Juvenile Court and Superior Court that provide the highest level of safety and containment.

4. Door Access Controls

Installation of a manual override for all doors that are controlled by access cards. An upgraded and modern door access control system is recommended.

5. Light Switches

Lighting at the courthouse be upgraded so that only authorized personnel can control lighting.

6. Witness Rooms

Institutional grade witness room be constructed to separate opposing parties. These need to be of extra hard construction.

7. Detention Grade Plumbing

Installation of detention grade plumbing and fixture in all areas used to hold inmates.

8. Building Alarm

Buildings that comprise the courthouse complex be equipped with an intrusion alarm system that is monitored 24/7.

9. Drop Ceilings

Areas of the courthouse that have drop ceilings be secured to prevent the use of such areas to conceal contraband.

10. Judicial Protection

Design a fenced and gated (protected) area for our judicial and Constitutional officers to park that is hidden from public viewing.

11. Exterior Lighting

Exterior lighting be increased/enhanced around the exterior of the complex and its building and especially parking areas.

12. Id Badges

Implementation of an identification badge requirement for all employees of the courthouse.

13. Upgrade Duress Alarms

Upgrade, modernize this capability.

14. 360 degree façade with bullet resistant glass

For security personnel include a means in which they can shield themselves from gunfire. These provisions may include armor built-in to cabinetry and or ballistic-resistant glass (polycarbonate) shield(s) from the exterior of the building.

15. Bullet resistant glass in judicial areas and offices**16. Bollards at all vulnerable areas**

The bollards should be placed so as to reduce the risk of vehicular collision with building, support infrastructure such as power and fixtures.

17. Attorney conference rooms that are secure**18. Kevlar reinforcement for judicial benches****19. New x-ray machines and modern scanning technology an entry points****20. Hazardous Waste Containment Area****21. Flammable materials storage areas****22. Power system backups and backup lighting****23. Evidence Storage Areas**

24. Separate and secure areas for package arrival and screening**25. Institutional grade furnishings suitable for use in a particular area****26. Electronic Key management****27. Installation of a public address system****28. Active/Passive Security Measure Upgrades**

Active measures include electronic devices such as audio and video monitoring, communication, metal detectors, door and window status monitoring, etc. Intrusion Detection Systems

Passive measures are the design and layout of the primary and supporting facilities such as; the design of entrances to prevent vehicular access, division of areas within the building, security check areas, armor protection for court officers, etc.

29. Blast Safety and Counter terrorism considerations

Minimize the damage potential to explosive devices. Provisions that minimize effects of explosives include, but are not limited to maintaining a distance between the building and public parking and hardening of weak structural areas.

30. Reinforced/Hardened Doors and Office Space

Entrance/exits shall be built sufficiently strong to resist forcible entry. Staff, judges and elected official should have reinforced areas to seek shelter in their office space.

31. Where bullet resistant glass cannot be afforded -----reflective window coatings should be applied**32. Security fencing and barriers---Perimeter-- non climb--- fencing and guard rails externally to segregate vital areas from intrusion**

Provide CCTV monitoring of the exterior perimeter fence. Cameras are to be located along the perimeter for alarm verification purposes. Cameras are to be located at the end of each microwave zone and are fixed looking at zones. At each corner of the perimeter fence a pan tilt zoom camera is to be located to look along the perimeter fencing. Perimeter security alarms are to be reported to the central monitoring system located in central control at the Holding Facility.

33. Secure Holding Facility

Holding facility with associated offices and staff areas that will provide the highest level of containment for adult males and females as well as juvenile males and females and associated medical areas. Additionally, group holding cells and staging areas are needed.

34. Facility to meet current ADA requirements

PART I:

- A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

Project #1:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Project #2:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Project #3:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
 (if applicable)

PART II. Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART II: Vendor Information:

Company Name	_____
Address	_____
Telephone	_____
E-Mail	_____
Representative (print name)	_____
Signature of Representative	_____
Date Submitted	_____