



DAVIE COUNTY  
Request for Qualification  
Davie County Detention Center–New Construction  
Architectural and Engineering Services

April 6<sup>th</sup>, 2021

**I. Introduction:**

Davie County is soliciting qualifications statements from architectural firms (hereinafter “Firm”) for contract services related to design and construction services including schematic design, design development, construction cost estimate to maintain budget, construction documents, pre-qualification of contractors, preparation of bid documents and bidding, construction administration for the construction of a new Davie County Detention Center in Davie County, North Carolina.

Davie County reserves the right to reject any and all submittals and will award in the best interest of Davie County and the project.

Statements of Qualifications will be accepted up to but no later than **4:00 p.m. on Thursday, May 13, 2021**. No submission will be considered if received after this deadline has expired, regardless of reason.

Statements of Qualification must be clearly marked “**RFQ – A&E Services Davie County Detention Center Construction**” and addressed and delivered (in person or certified mail) to:

**Attn: Brad Blackwelder, Project Manager  
County of Davie  
123 S. Main St  
Mocksville, NC 27028**

All qualifications packages must be submitted in a sealed box, envelope or container. Packages must include: One (1) original, five (5) copies of the original, and one (1) electronic copy on USB (email submissions are not acceptable). Each copy should contain no more than 40 pages, font should be no smaller than Times New Roman 11.

Firms shall submit qualifications of both the firm and person(s) directly responsible for the work including a list of similar projects completed in North Carolina by this firm and by said responsible person(s).

Firms will bear, as its sole risk and responsibility, any cost arising from bidder’s preparation of a response to this RFQ and, as applicable, contract negotiation.

Firm shall collaborate with the County’s design task force made up of specialists in law enforcement, information technology, facility maintenance, and county operations.

The qualified Firm shall also have construction management services in place to facilitate construction, track schedule and costs, and communicate to the County construction progress.

## **II. Background**

The current Davie County Detention Center was built in the 1930's with substantial additions over the years and is located at 135 Green St, Mocksville, NC 27028. New construction is to be completed on the same parcel as the current detention center (see Exhibit B). After completion and occupancy in the new facility, the existing detention center would be demolished

## **III. Project Overview**

The Firm's design should provide a new jail structure with a rated capacity of 134 beds with a 200-bed core. The facility design must consist of a drive through sally port; along with a kitchen, laundry and commissary area that is constructed inside the secure perimeter to allow inmate labor.

Firm shall review the needs and feasibility study as prepared by Moseley Architects, Charlotte, North Carolina (EXHIBIT A). Firm shall carefully review these documents and work with County staff to convert these findings into a satisfactory construction design.

## **IV. Scope of Work**

### Detailed Architectural and Engineering Services

- a. Lead the detailed architectural and engineering phases of this project including but not limited to: architectural, interior design, civil, power distribution, electrical, HVAC, mechanical, fire protection/plumbing, and instrumentation and control.
- b. Be responsible for the detail architectural and engineering schedule.
- c. Be responsible for coordinating all programming sessions with stake holders.
- d. Be responsible for specifications for furniture, fixtures, and equipment including prison equipment, prison cell accessories, and identifying acceptable suppliers to ensure compatibility, quality, and delivery.

### Project Engineering Management Services

- a. Overall project coordination, web-based calendar of meetings
- b. Maintain lists: project needs and issues, contact list, vendor list, etc.
- c. Project schedule management including critical path identification, integration of all project participants activities, progress tracking vs plan, and report generation
- d. Project design cost budget and tracking of all spending actual vs plan
- e. Coordination and submission for all permit applications

### Project Estimating Service

- a. Provide a 100% construction cost estimate with costs broken out for construction project control (i.e. construction packages). Included in the estimate are:
  - Architectural, engineering, and construction estimates using space needs as basis
  - Site survey and Site development
  - Storm water drainage
  - Contingencies – design and construction
  - Landscape design
- b. Indirect costs
  - Professional Services
  - Telecommunication systems and Intercoms
  - Furniture, Fixtures, and Equipment
  - Security systems—access control, surveillance, intrusion, vehicular control points, interviews, etc.
  - Audio Visual package
  - IT—new, network tie-ins
  - Appliance package

### **V. Selection Process**

After the expiration of the deadline, an evaluation committee made up of County staff and officials will review all submitted qualifications packages that comply with the requirements contained within this document. The criteria by which the packages will be evaluated include, but are not limited to:

1. Clarity of Proposal
2. Firm's understanding of the project objectives.
3. Firm's recommended approach to the project, including Firm's demonstrated ability to provide construction design of this type.
4. Schedule for completion of tasks.
5. Qualifications of principal(s) to perform the work and the level of involvement in the project.
6. Qualifications of project manager and staff assigned to the project.
7. Firm's knowledge and demonstrated experience specifically with jail design, construction, and operations planning.
8. Firm's familiarity with North Carolina Jail standards, Department of Insurance Requirements and Human Resource Jail & Detention Branch.
9. Proof of like projects that were completed on time and at or under budget.
10. Firm's approach to on-site or extended construction administration.

## **VI. Contents**

Qualifications shall be submitted on 8-1/2 x 11" paper, side bound or single corner stapled with a Table of Contents and reference tabs for key sections and packaged as specified above. Information provided in the Qualifications statement should include, but not limited to:

1. Firm name, address, telephone number, fax number, email address and contact person(s).
2. Brief history of the firm to include current size/staff, years in business, organizational chart of proposed team and any former names under which the firm operated.
3. Names, office location and resumes of all personnel who will be assigned to this project, including licenses, and professional affiliations. At a minimum, list the following team members:
  - a. Principal-in-Charge
  - b. Project Manager
  - c. Site/Civil Engineer
  - d. Structural Engineer
  - e. Mechanical/Electrical/Plumbing/Fire Protection Engineer
  - f. Security Systems Designer
  - g. Food Service Designer
4. List specialty consultants (if any), and identify their location and background.
5. Understanding of the scope of work.
6. Approach to the design process.
7. Reference & contact list for similar projects, including project descriptions, location, completion time, completion cost, project outcomes, etc.
8. Approach to construction administration, including on-site or extended level of construction administration.
9. Unique qualifications or work methodology.
10. Experience in jail and law enforcement facility designs of similar sized facilities, and experience with transition and operational planning.
11. List any current or pending legal proceedings (litigation, mediation, or court action) filed by any owner or contractor against your firm in the least five years. List any failure to complete a contract for services and state reason.

12. Tentative plan and approach and comments to hitting the below schedule:

PROJECTED TIMELINE:

- |                               |                              |
|-------------------------------|------------------------------|
| a. RFQ ARCHITECTURAL SERVICES |                              |
| • ADVERTISEMENT               | APRIL 6 <sup>TH</sup> , 2021 |
| • SUBMITAL                    | MAY 13 <sup>TH</sup> , 2021  |
| • INTERVIEWS                  | MAY 18 <sup>TH</sup> , 2021  |
| • AWARD                       | JUNE 7 <sup>TH</sup> , 2021  |
| b. DESIGN/CONSTRUCTION DOCS.  | JUNE 2021- JUNE 2022         |
| c. CONSTRUCTION BID/AWARD     | JULY 2022                    |

**Clarification requests and questions** regarding this Request for Qualifications must be in writing and directed to Brad Blackwelder, Project Manager; **no later than 12:00 Noon, Friday, April 30<sup>th</sup>, 2021.** Questions can be emailed, [bblackwelder@daviecountync.gov](mailto:bblackwelder@daviecountync.gov), Contact with any county official other than the Project Manager during the RFQ process may be grounds for disqualification.

# EXHIBIT A

## MOSELEYARCHITECTS

11430 N. Community House Road  
Suite 225  
Charlotte, NC 28277  
P: (704) 540-3755

### Davie County Detention Center Needs Assessment Inmate Bed Projections

Moseley Architects is pleased to present the future bed needs projections for the Davie County Detention Center as part of Davie County Master Facility Plan Space Needs Assessment Study.

#### Introduction:

The Davie County Detention Center facility was originally built in the 1930's with a substantial addition added in 2001. The original 1930's portion consists of 28 restrictive housing beds, seven of which are used for females and 21 for male inmates. There is no sound separation between the male and female inmates which contributes to the issues related to becoming PREA compliant. PREA refers to the Prison Rape Elimination Act of 2003 which is mandated for jails housing any state or federal inmates, which Davie county does.

The addition that was constructed in 2001 consists of two twelve bed male inmate pods, one ten bed male dorm and one female housing unit also consisting of ten beds for a total of 72 bed as a rated capacity. The rated capacity of 72 beds does not take into consideration the need for proper separation and ability to properly classify inmates. Based on best correctional practices as well as the National Institute of Corrections a jail is considered full when it reaches 75 to 80% of that rated capacity which makes Davie county's operational capacity 58 beds.

The Davie County jail does not have a working kitchen and meals are transported in from an outside source at a cost to Davie County of \$14.50 per inmate a day which is an average of \$4.83 per meal. Having meals brought in from outside the jail not only is a costly means but also presents many operational challenges such as maintaining state required meal temperatures, having to order more meals than are needed or should the inmate population increase after the meal order was given then shortages of meals are also problematic. Dealing with medically prescribed and religion based diets, as well as diabetic snacks also medically prescribed too create not only an operational challenge but also liability for Davie County should these inmate needs not be met. Should Davie County elect to construct a new jail kitchen and contract out the foodservice the cost per tray could be expected to drop considerably to a range of \$2.00 to \$3.00 per tray depending on the type of foodservice contract that is selected. This would eliminate numerous issues associated with having the inmate meals provided from outside the facility.

The current Davie County Jail does have a laundry area but it is located outside the secure perimeter of the detention center therefore no inmate labor can be utilized. By North Carolina State Jail Standards inmates must be provided with clean uniforms and linens upon admission to the jail as well

once a week. It is anticipated that the new state standard projected to go into effect in 2018 will increase that to twice a week. Therefore, cleaning laundry is a constant occurrence and takes up valuable staff time. The addition of an inmate laundry facility inside the secure perimeter would allow for the use of inmate labor and lessen the staff time associated with performing this task.

Moseley Architects as part of this master plan study also developed a detailed bed projection analysis for the Davie County jail facility utilizing historic jail data collected and county population statistics data provided by the North Carolina Office of Budget management. Historically the county population statistics have proven to be very conservative. The remainder of this report will display current jail population trends as well as future bed needs through the year 2040.

**Historical Trends in Average Daily Detention Center Populations**

An analysis of the historical trends of the Davie County Jail average daily population (ADP) can serve as a great indicator of the need for future bed-space and subsequent new jail construction. The current Davie County Jail has a rated capacity of 72. Because the ADP reflects the average number of offenders being housed, it is used to establish a baseline figure for future bed-space needs. The ADP for the Davie County Jail over the past 5 years is reflected in Table I below:

Table I		
Inmate Average Daily Population Per Year		
YEAR	ADP	Amount of change from previous year
2012	63	
2013	64	+1
2014	54	-10
2015	77	+23
2016	73	-4
Average Daily Population during study period	66.2	

As indicated by these figures, the Average Daily Population has displayed some ups and downs throughout this study period, with an increase of 10 from 2012 to 2016; Overall, there has been an ADP of 66.2 inmates per day for this study period which is 5.8 under rated capacity and 8.2 over the operational capacity. Because of classification a jail is technically full when it reaches 75 to 80% of rated capacity, that number is known as operational capacity. The growth rate variances of the ADP are due to numerous reasons when later compared to the number of admissions. Over the study period, the ADP decreased by 10 from 2013 to 2014 but increased by 19 from 2014 to 2016 and is on track to increase again in 2017. The county’s overall population growth trends continue to grow at a slow but consistent rate

Davie County is bordered by Davidson, Forsyth, Iredell, Rowan and Yadkin. Overall the county population is expected to reach roughly 50,000 by the year 2040 per the North Carolina office of budget management population projections.

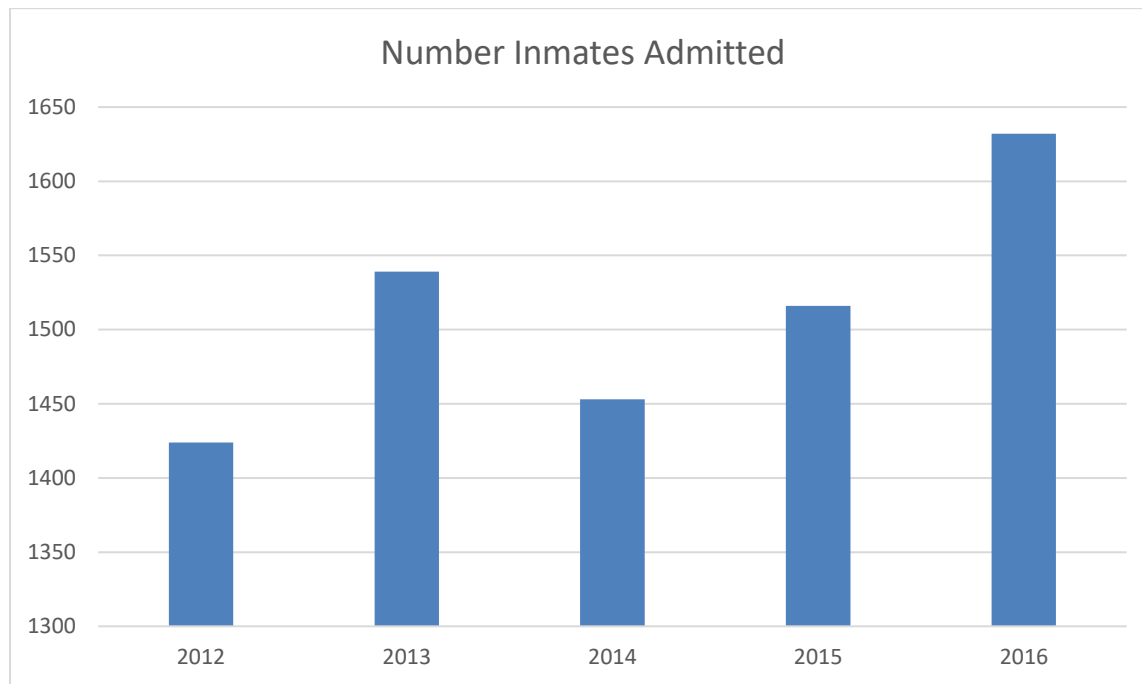
**1. Offender Admissions (Bookings)**

One of the first steps towards computing long-range projections is to calculate the **projected average daily population** for the local detention system. This requires information pertaining to the historical and projected number of offender admissions and the average length of stay of inmates. To compute the number of **projected admissions**, the historical number of admissions must be determined.

Table II below displays the number of offenders admitted into the jail each year from 2012 until 2016.

Table II Historic Admissions	
Admissions to Davie County Jail	
YEAR	Number of Offenders admitted into the jail.
2012	1424
2013	1539
2014	1453
2015	1516
2016	1632





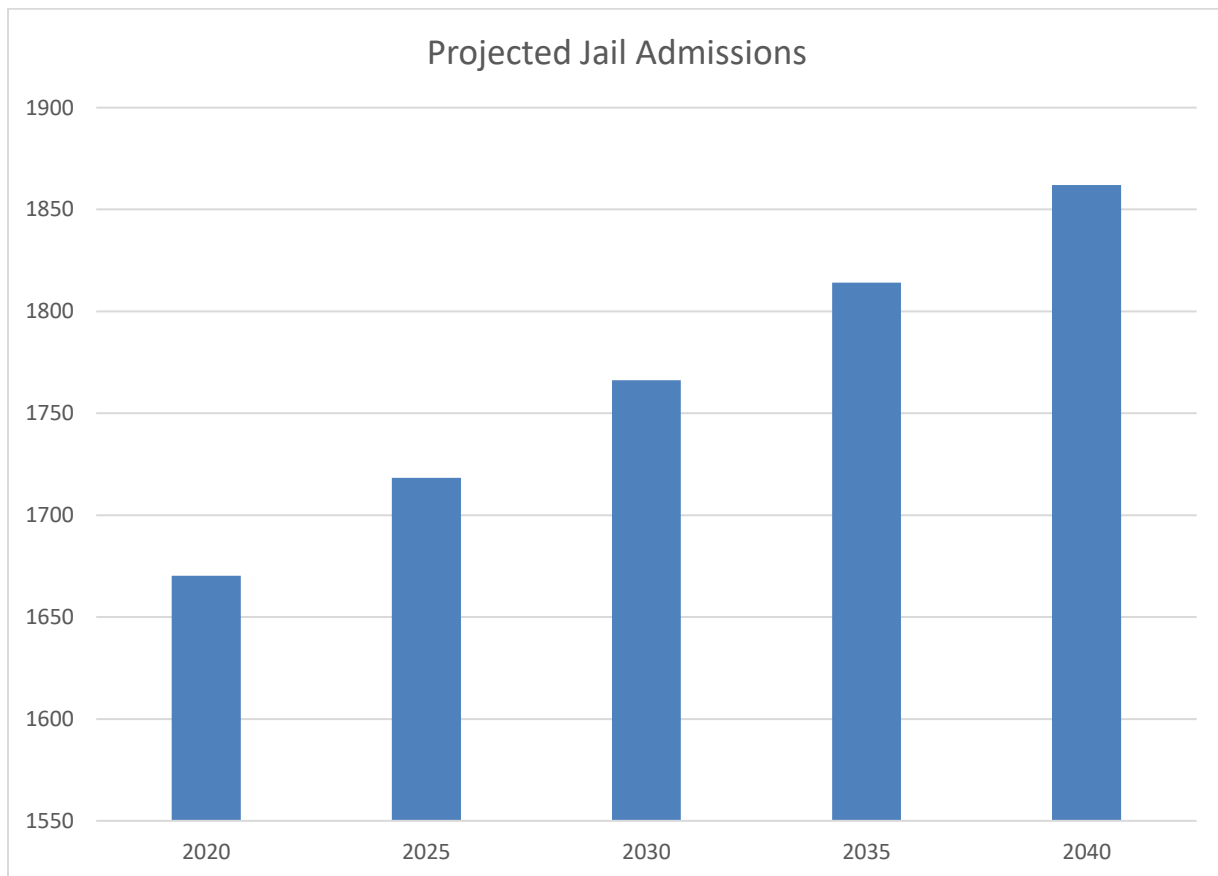
The numbers contained in Table III below does not reflect when the population was much higher than the recorded average (these are called “peaks”) and times when it was much lower (these are classified as “valleys”).

When considering the total number of new beds needed, if the county should construct a new facility, or add bed-space to an existing one, “peaking” must also be considered. Adjusting for peaking factors helps to see that the county can reasonably accommodate the large number of inmates that may be admitted for housing at certain times. This is especially true when such peaks occur with some degree of frequency.

It is extremely advisable that plans provide for sufficient housing for times when the offender population may peak. Often, local government officials fail to accommodate for peaking and later find themselves faced with costly lawsuits filed by inmates claiming the conditions of confinement are inadequate due to overcrowding. Overcrowding alone is not unconstitutional, however some of the conditions associated with jail overcrowding such as limited toilet and shower facilities, minimum square footage requirements, access to exercise, just to name a few many times are items that are sited in a U.S. 42 1983 Federal law suit.

Table III below displays project jail admissions through the year 2040 shown in 5 year increments.

Table III Projected Admissions	
YEAR	USING HIGHEST ADMISSION RATE OF 388.67
2020	1670
2025	1718
2030	1766
2035	1714
2040	1862



*Based on the current jail data and the county population census the number of admissions shown above follow similar growth patterns as general county population growth. However, it would not be unusual for these numbers to increase with any revisions to current laws, best law enforcement practices or actions of the courts.*

## **2. Average Length of Stay (ALOS)**

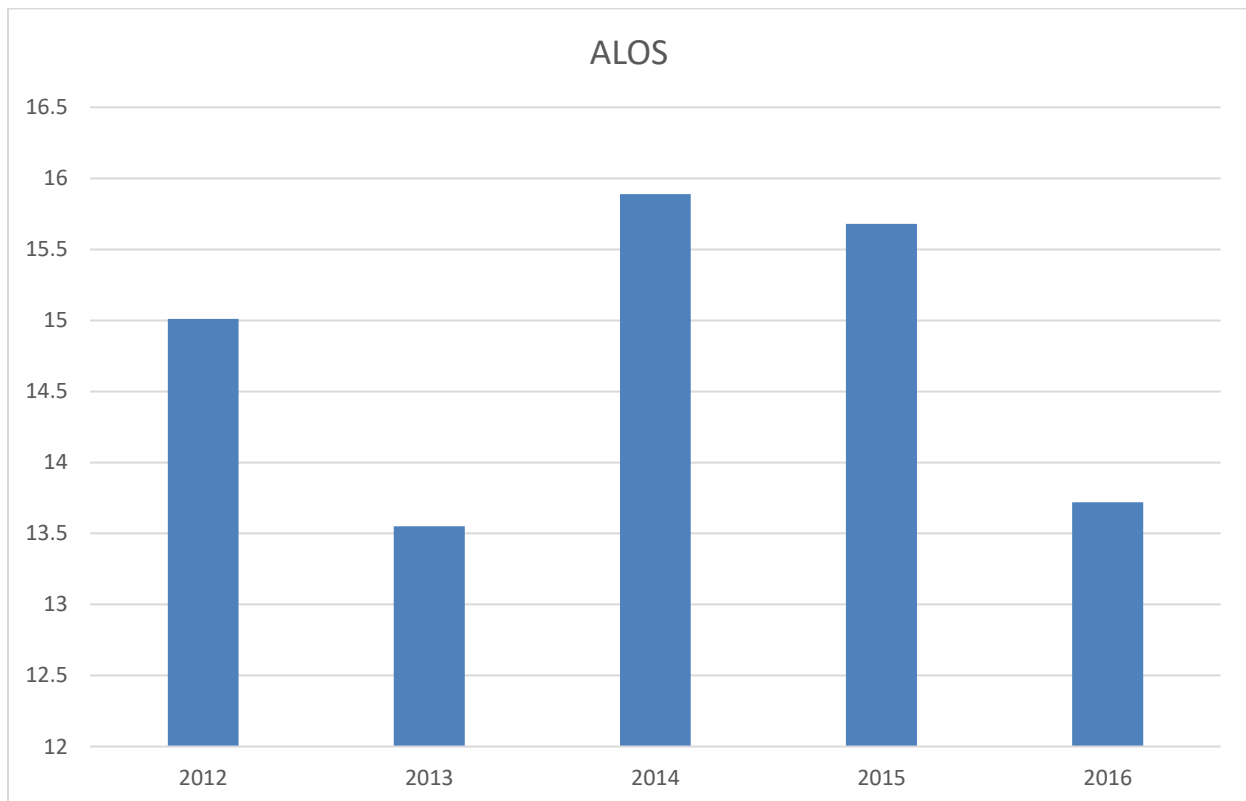
Determining the Average Length of Stay (ALOS) is critical to bed-space projections. While the number of offender admissions is a factor used to project future bed-space needs, the ALOS has a greater impact on bed-space. The amount of time that inmates are incarcerated while awaiting trial directly impacts available space and forecasted future needs. The longer the ALOS, the greater need for bed-space. Often when the detention center's daily population starts to exceed the rated capacity, you may see an increase in ALOS for a combination of reasons. Most often it is contributed to lower level crimes being moved out of the facility much faster or actions taken to prevent admission into the jail. As such, only the more serious crimes, which require longer lengths of stay due to the processing time through the justice system, are being housed. There have been a few recent state sentencing law changes that have had an impact on the ALOS. North Carolina no longer houses inmates convicted of misdemeanor type offenses and are now the responsibility of the county jails. Another recent change deals with probation. The department of adult probation now can elect to place an offender into the county jail for a period of 3 days, this is known as a "quick dip" or on more serious probation cases for a period of 90 days which is known as a "dunk". When either of these probation commitments occur then that inmate is to be held for that period without any provision for release until either the three day "dip" or the 90 day "dunk" has been satisfied. The results of the change in misdemeanor sentencing as well as the probation rules are just recently starting to impact Davie county's Average Length of Stay numbers.

The national average for county jails Average Length of Stay range from ten days to twenty days per offender. It has typically ranged in North Carolina jails between thirteen and nineteen days. Most often when a county's ALOS exceeds twenty days that normally indicates that there is either a slowdown in the criminal justice system to get inmate's cases processed through the court system or the criminal justice system has taken a more aggressive approach to accelerated the lesser offenders and only the more serious offenders are being housed.

As displayed in table IV below, Davie county has maintained a consistent average length of stay which is in line with many North Carolina counties.

Table IV displays the ALOS for each year 2012-2016

Table IV	
Davie County Average Length of Stay (ALOS)	
2012	15.01
2013	13.55
2014	15.89
2015	15.68
2016	13.72
Highest ALOS for the period of study	15.89

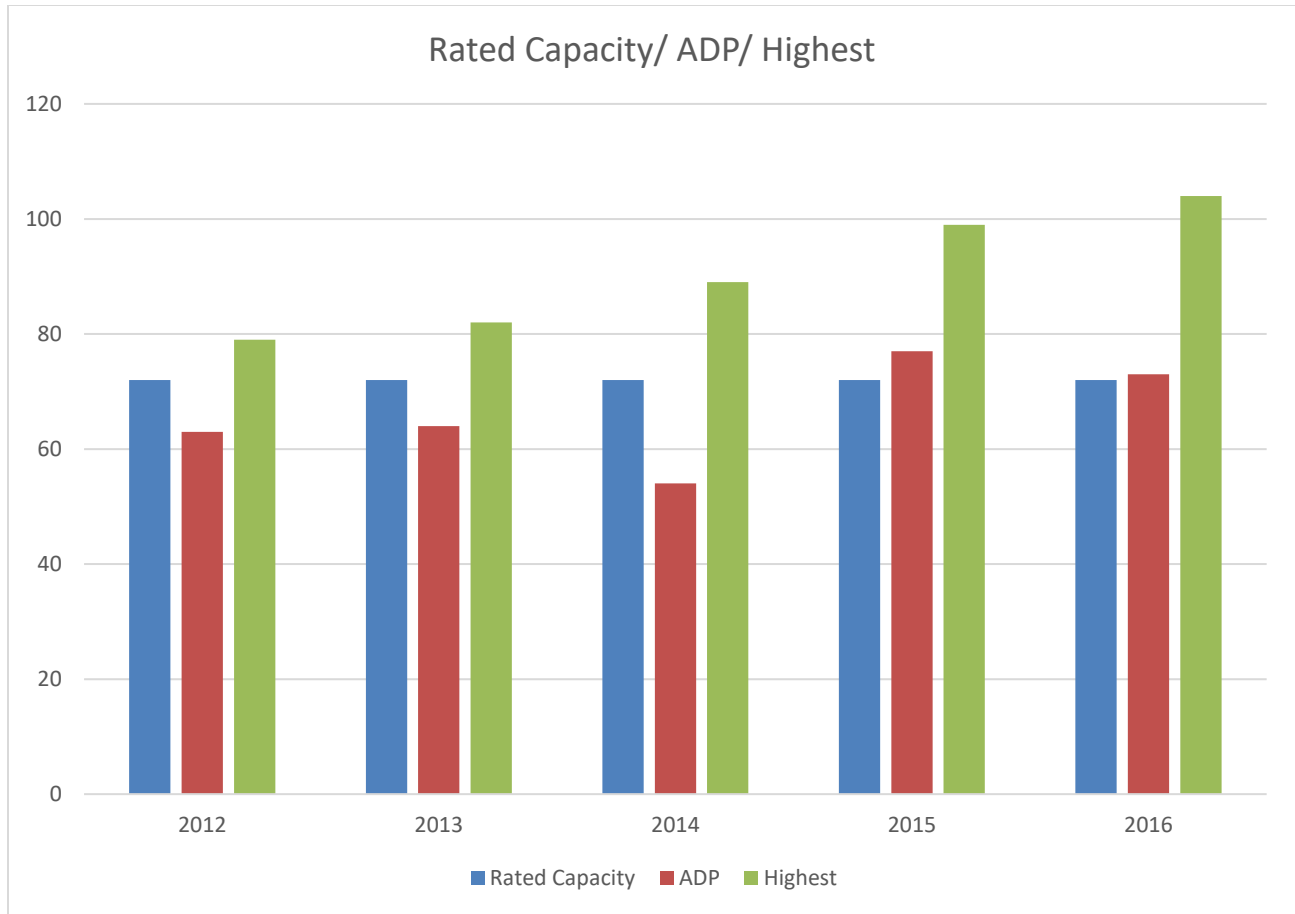


In this case, the highest average length of stay was 15.89. Due to the importance that ALOS plays in bed-space projections, all efforts should be made to continue reducing the amount of time inmates are incarcerated prior to trial and sentencing, especially after additional beds are available. *For example, if the average length of stay were 12 days and the number of inmates admitted during one year were 3000, using the formula # admitted X ALOS/365 = 3000 x (12/365), the average number of beds needed would be 99. Suppose that by changing some of the practices, the detention center reduces the average length of stay to 10 days. The number of beds needed would be reduced from 99 to 82. A decrease in the average length of stay can have a dramatic impact on the number of beds that must be built and maintained. It should be noted that 15.89 is a very reasonable ALOS in comparison with other counties and one of the lower ALOS that we have seen.*

### 3. Projected Detention Center Capacity

The average daily population alone cannot be used to determine the total bed-space requirements. Additional space must be allocated to include peak admissions (highest admissions) and classified bed space for specific categories of inmates. To accommodate these issues, a peaking factor must be determined.

Table V			
Davie County Jail Calculation of Peaking Ratio			
YEAR	ADP for Study Years	Highest Population for study year	Peaking ratio
2012	63	79	1.25
2013	64	82	1.28
2014	54	89	1.65
2015	77	99	1.29
2016	73	104	1.42
Averages	66.2	90.6	1.38



*Separate housing is needed for disciplinary reasons, the separation of co-defendants, protective custody, medical isolation, etc. This additional space is referred to as “classified”, and is calculated by adding an additional 20 percent to the forecast number. The average daily population, coupled with the peak and classified factors, provides the base for determining the actual number of beds that will be needed.*

Table VI below illustrates projected Average Daily Population (ADP) for the Davie County Jail and includes the classified (ADP increased by 20%) and the peaked and classified (classified multiplied by the peaking ration) population projections through 2040. These projections reflect the future growth of the Davie County Jail.

Table VI				
Davie County Forecasted Population using the <i>Highest</i> Admission rate				
YEAR	FORECASTED ADP	CLASSIFIED ADP (+20 %)	PEAKED ADP	CLASSIFIED & PEAKED
2020	72.2	87.25	138	120.30
2025	74.8	89.76	1.38	123.76
2030	76.9	92.26	1.38	127.21
2035	79	94.77	1.38	130.66
2040	81.06	97.23	1.38	134.11

The classified and peaked projections reflect the highest offender population that the Davie County Jail may expect to have on any given day. This is the worst-case scenario to allow for unique classification and separation developments and not the average. The forecast and classified projections are more likely to reflect the actual number of detainees being housed in Davie County Jail.

#### **4. Conclusion & Recommendations**

Based on the above projections utilizing the *highest* admission rate, a total of 134 beds would be required to meet the classification and peaking requirements through the year 2040. Should the jail use increase significantly or if the county grows faster than state projections suggest, jail bed space needs could grow at a much higher rate. Another factor could be a change in state sentencing laws which also could impact jail population. Davie County should expand its Detention Center rated capacity by a minimum of 62 additional beds or construct a new facility with a rated capacity of 134 with a 200-bed core to accommodate future jail bed needs. In addition to providing additional housing it is highly suggested that a new Kitchen/Laundry and commissary area be constructed inside the secure perimeter which would assist in a more efficient operation as well as allowing for the use of inmate labor that can save the county money. The vehicle sally-port should be re-worked to allow for drive through inmate drop off to also increase staff efficiencies, safe and more secure operations.



# EXHIBIT B

