

**REQUEST FOR PROPOSALS
OWNER REPRESENTATION SERVICE**

Notice is hereby given that sealed proposals will be received in the Chambers of the Brown County Board of Commissioners at the Brown County Courthouse Annex, 25 Market Street Suite 1, Aberdeen, South Dakota; until the hour of 8:45 A.M. on August 3, 2021, at said time and place all sealed proposals will be publicly opened, read and considered by the Brown County Board of Commissioners for: owner representation services for the Brown County Jail.

Envelopes containing proposals shall be addressed to the Brown County Auditor, 25 Market Street Suite 1, Aberdeen, South Dakota, and be marked on the envelope. "Owner Representation Services" to be opened on August 3, 2021. The Brown County Board of Commissioners reserves the right to reject any or all proposals, and to accept the proposal they deem to be in the best interest of Brown County. Brown County is exempt from State Sales Tax.

Specifications are on file and may be obtained at no charge at the Brown County Sheriff, 22 Court Street, Aberdeen, South Dakota 57401. Phone: 605-626-7100

ATTEST:

Cathy McNickle
Brown County Auditor

Published twice at the total approximate cost of _____

**REQUEST FOR PROPOSAL
OWNER 6/29/21**

The Brown County (“County”) South Dakota County Commissioners requests proposals to manage and oversee the process of evaluating options to address the county’s need to house inmates. Options include the following:

1. Close the existing jail and obtain long-term contract(s) to house inmates in other county jail(s).
2. Continue to operate the existing facility within current capacity and obtain long-term contract(s) to house inmates in other county jail(s)
3. Design and build an addition and renovation to existing Brown County jail to service:
 - a. the needs of Brown County.
 - b. the needs of Brown County and the needs of other counties or other government entities through long-term contracts.
4. Design and build a new jail that services:
 - a. the needs of Brown County.
 - b. the needs of Brown County and the needs of other counties or other government entities through long-term contracts.

The goal of this process is to define the short and long term facility needs, develop conceptual designs, corresponding conceptual cost estimates and the estimated property tax impact on property owners for the various options.

Requested services include organizing and managing the process which will include tasks such as:

STEP ONE ‘A’ – Feasibility:

- Interact with Brown County Commissioners, Sheriff, and County staff members throughout the process.
- Solicit proposals for a feasibility study that will identify inmate trends, population projections, jail capacity needs and requirements including future staffing requirements and other operational cost. (Structure proposal to accommodate optional participation from other counties or other government entities).
- Coordinate Zoom meetings with other counties to review results of feasibility study and to determine level of interest in participating in programing and conceptual design phase.

STEP ONE ‘B’ – Explore options:

- Develop an Architectural/Engineering (“AE”) RFP, evaluate responses, and organize interviews.

- Develop a Construction Manager at Risk (“CMAR”) RFP, evaluate responses and organize interviews in accordance with South Dakota law.
- Negotiate business terms of project related service contracts, assist legal advisor with finalizing contract agreements. (Contracts to be structured with limited initial engagement that includes programming, conceptual design and cost estimating services).
- Oversee the architect during the needs analysis/programming phase with each participating county.
- Assist in organizing a community citizen facility committee and participate in meetings as needed.
- Organize benchmark tours of other similar facilities to determine best practices and lessons learned.
- Oversee and manage the architectural/engineering team during the conceptual design phase.
- Oversee and manage the CMAR during the development of the conceptual construction cost estimates of the various options.
- Develop master project budgets and schedules.
- Organize meetings with participating counties if applicable.
- Interact with bond finance providers as needed to determine bonding capacity and estimated property tax impact for the various options.

STEP TWO – Execute the preferred option:

- Assist County Auditor with bond referendum if appropriate.
- Full design and contracting services for implementation.

Develop a Construction Please provide the following in your proposal:

1. History of your firm and type of services offered by your firm.
2. Resumes of each member of your proposed team (please identify proposed project leader/day-to-day contact), and availability to Aberdeen, SD.
3. A detailed description of your proposed approach and how your firm proposed to assist in meeting their stated goals and objectives.
4. Client name and client contact information for jail projects where you provided similar services as you are proposing.
5. Provide client name and client contact information for publicly funded projects within the State of South Dakota where your firm served as an Owner’s Rep.
6. Fixed fee for the requested scope of services and proposed timeline for your services. Please provide a fee structure that addresses the variables.

Sealed proposals are due prior to 8:45am on August 3, 2021 at the Brown County Auditor’s Office. 25 Market St, Suite 1, Aberdeen, SD 57401

The County will review proposals from all candidate firms. The County reserves the right to reject all proposals at any time during the process. All proposals will be treated as

closed records until a contract award. This RFP is not a contract and does not in any way bind the County to any obligations. The County is not responsible for costs incurred by anyone responding to the Request for Proposal. Upon submission, all proposals become the property of County which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted. The County expressly reserves the right to amend or withdraw this RFP at any time.