



## REQUEST FOR INFORMATION (RFI)

RFI Title: Flathead County Adult Detention Center and Sheriff's Department

RFI Response Due Date and Time:  
4:00 P.M., Mountain Time / March 1, 2024

Issue Date:  
January 30, 2024

### ISSUING AGENCY INFORMATION

Flathead County Commissioners' Office  
800 South Main Street, Room 302, Kalispell, MT 59901

Single Point of Contact (SPOC): Whitney Aschenwald: (406) 758-2467, waschenwald@flathead.mt.gov  
Website: <https://flathead.mt.gov/department-directory/commissioners-office/public-notice>

### INSTRUCTIONS TO FIRMS

Return Statements to Whitney Aschenwald:  
[waschenwald@flathead.mt.gov](mailto:waschenwald@flathead.mt.gov)

Flathead County Commissioners' Office  
800 South Main Street, Room 302  
Kalispell, MT 59901

Mark Face of Envelope or Email with:

*RFI Response: Adult Detention and Sheriff's  
Department*

Special Instructions:

### FIRMS MUST COMPLETE THE FOLLOWING

Firm Name/Address:

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Signature)

Print name and title and sign in ink. By submitting a response to this RFI, offeror acknowledges it understands and will comply with the RFI specifications and requirements.

Type of Entity (e.g., corporation, LLC, etc.)

Phone Number:

E-mail Address:

FAX Number:

**RETURN THIS COVER SHEET WITH RFI RESPONSES**

## REQUEST FOR INFORMATION (RFI)

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The Flathead County Board of Commissioners is requesting information regarding services, products, business models, approaches, and project delivery methods available for constructing a new Adult Detention Center and Sheriff's Department as detailed in the Scope of Work section of this RFI. All interested parties are invited to submit a response to this Request for Information (RFI). The project will be located in Flathead County, MT.

This RFI is being sought strictly for the purpose of gaining knowledge of services, products, business models, approaches, and project delivery methods available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services or solutions offered. **No contract will result from any response to this RFI.**

**RFI Submittal Terms:** The Single Point of Contact (SPOC) for this solicitation is:  
Whitney Aschenwald, Flathead County Commissioners' Office  
800 South Main Street, Rm. 302, Kalispell, MT 59901  
(406) 758-2467, waschenwald@flathead.mt.gov

- Questions about this RFI must be submitted via e-mail or in writing to the SPOC by **5:00 p.m., February 20, 2024**. A response addendum listing all questions received and Flathead County's responses will be posted by 5:00 p.m., **February 23, 2024** on the Flathead County webpage at:  
<https://flathead.mt.gov/department-directory/commissioners-office/public-notice>
- **Statements are due by 4:00 p.m. on March 1, 2024.**
- Statements may be emailed to Whitney Aschenwald, [waschenwald@flathead.mt.gov](mailto:waschenwald@flathead.mt.gov) or hard copies can be delivered or mailed to the Flathead County Commissioners' Office at 800 South Main St. Room 302, Kalispell MT. Flathead County will confirm receipt of responses.
- Please label responses as: **RFI Response: Adult Detention and Sheriff's Department.**

### TARGET SCHEDULE OF EVENTS

<b>EVENT</b>	<b>DATE</b>
Deadline for Receipt of Written Questions on RFI	February 20, 2024
RFI Question Responses Posted on County Website	February 23, 2024
RFI Statements Due to SPOC	March 1, 2024

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### BACKGROUND INFORMATION

Flathead County's Adult Detention Center was built in 1984 and is located within the Justice Center building at 920 South Main Street in Kalispell, MT. The detention center was originally built to house 67 inmates. Interior bed counts have increased over the years with additional beds and by double bunking, but the current facility has reached its maximum occupancy levels. The facility no longer meets Montana Jail Standards or American Correctional Association - Standards for Local Detention Facilities.

Due to the building's configuration, cell/dorm types and sizes, poor sightlines, inadequate support space, limited access to natural light and recreation/support services, and severe overcrowding, the county has attempted to limit its inmate population to around 100 inmates per day in the current facility. This has had an impact on the entire justice system within Flathead County. With the jail at capacity, jail bookings have had to be limited primarily to those charged with felonies, violent misdemeanors, or conditional release violations.

Due to overcrowding, the need for additional space, and the desire to hold individuals accountable for their crimes, Flathead County is planning for a new 250 bed Adult Detention Center and Sheriff's Department.

Flathead County has completed multiple studies to evaluate the existing facility and characterize the space needs and functional aspects of a new detention center. In 2018, the County contracted with Spectrum Group Architects and LCA Architects to complete the Adult Detention Facility Analysis. In 2023, Slate Architecture in conjunction with RS Security Consulting, completed a detailed Adult Detention Center Needs Assessment and Masterplan. All completed reports are available for review on Flathead County's website at: <https://flathead.mt.gov/department-directory/commissioners-office/project-and-engineering/adult-detention-center>

Through multiple reviews and studies, it has been determined that remodeling and expanding the existing Justice Center building is not a feasible option. Flathead County determined building a new detention center and sheriff's department offsite is the preferred alternative to address the public safety needs of the community. The proposed facility is intended to address the needs of the community for the next 30-40 years.

Flathead County is currently under contract to purchase a parcel of land, just south of Kalispell, MT. If the purchase is finalized, the property will be utilized as the location for the future detention center and sheriff's office. The County is scheduled to close on the property on February 28, 2024. The property would provide approximately 50 acres of relatively flat land in close proximity to City services for the facility.

Flathead County is requesting informational statements from firms wanting to partner with the County to address the public safety needs of the community. Depending on the approach and

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delivery method selected for this project, Flathead County anticipates pursuing a voted bond, mill levy, or both to fund this project.

### PROJECT SCOPE

The Flathead County Adult Detention Center Masterplan completed by Slate Architecture in 2023 provides detail as to what Flathead County would ideally like to see included in the new jail. The new facility is currently estimated to cost \$110 to \$135 million. The report is available for viewing at: <https://flathead.mt.gov/departments-directory/commissioners-office/project-and-engineering/adult-detention-center>

At a minimum Flathead County is looking to include the following in a new public safety facility:

- Adult detention center with a rated capacity of approximately 184 general population beds, operational capacity of approximately 220 beds, and an emergency capacity of approximately 256 beds.
- Built-in expansion plan with the ability to double bunk or add additional beds in the future to reach an operational capacity of approximately 300 beds without significant capital improvement funding.
- Designed appropriately to meet Montana Jail Standards or American Correctional Association - Standards for Local Detention Facilities.
- Approximately 30,000 square feet of office space for the Sheriff's Department plus ancillary spaces. (A detailed study on the spatial needs of the Sheriff's Department as a part of the new detention center was not evaluated as a part of the previously developed Masterplan. Additional assessment of how this operation coincides with the detention facility is needed.)
- Up to two courtrooms sized to hold jury trials with jury deliberation rooms, judge's chambers, and support staff office space. (A detailed study on the spatial needs of the courts as a part of the new detention center was not evaluated in depth as a part of the previously developed Masterplan. Additional assessment of how this operation coincides with the detention facility is needed.)
- Adequate parking to accommodate staff, visitors, and the general public.
- Separate secured parking for the Sheriff's Department.

As a part of the design development process for the new detention center, Flathead County also intends to establish a future use and transition plan for the existing jail space at 920 South Main, Street Kalispell, MT.

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### STATEMENT SUBMITTAL & CONTENT

#### **Statement Submittal:**

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFI. Responses are due by **4:00 p.m., March 1, 2024**. Responses may be emailed to the SPOC, Whitney Aschenwald, [waschenwald@flathead.mt.gov](mailto:waschenwald@flathead.mt.gov) or delivered/mailed to the Flathead County Commissioners' Office, 800 South Main St. Room 302, Kalispell, MT. Questions about the RFI must be submitted via e-mail or in writing to the single point of contact on or before 5:00 p.m., February 20, 2024. A Response Addendum listing all questions received and Flathead County's responses will be posted by 5:00 p.m., February 23, 2024 on the Flathead County webpage at: <https://flathead.mt.gov/departments-directory/commissioners-office/public-notice>. It is the responsibility of each firm to check the website if it is interested in the questions received and the responses provided by Flathead County.

Subject to exceptions provided by Montana Law, all information received in response to this RFI, including copyrighted material, is public information. Responses will be made available for public viewing and copying shortly after the statement due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFI responses for interested parties to review during regular business hours at the County Commissioners Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of the RFI, one will be provided on a disk for a charge of \$1.00 per disk copy.

#### **Statement Content:**

Statements should demonstrate that the firm has the professional capability to satisfactorily complete all the tasks as described in the Project Scope section of this RFI.

Responses should include the following:

- Completed and signed RFI cover sheet;
- The firm's legal business name, address, telephone number, website, and contact information for the firm's point of contact for further information;
- A description of the firm's prior, related experience. Be sure to include information on similar adult detention centers, sheriff's departments, and public safety facilities.

Please provide answers to the following questions:

1. Describe your business model and your suggested/proposed approach to building a new Adult Detention Center and Sheriff's Department in Flathead County.
2. Identify major challenges associated with the proposed project.

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3. How could following your business model/proposed approach reduce overall construction costs and long-term operational and maintenance costs?
4. If applicable, please provide cost information on similar projects that your firm has recently completed or worked on.
5. What project delivery method would you suggest for this project and why? i.e general contractor construction manager contract, design-build contract, innovative financing delivery, other.
6. Do you have any general tips or suggestions for Flathead County to consider prior to undertaking this project?

### **Evaluation Criteria:**

Responses will not be formally scored. This RFI is being issued strictly for the purpose of gaining knowledge of services, products, business models, approaches, and project delivery methods available to meet the public safety facility needs of Flathead County.

## SELECTION PROCESS

This RFI is being sought strictly for the purpose of gaining knowledge of services and project delivery approaches available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services or solutions offered.

Upon receipt of responses, selection committee members will evaluate all information provided in the Statements. At its sole discretion, Flathead County may ask questions or request additional information from the responding firms. Flathead County may also request either in-person or virtual interviews to gain further understanding of the information provided. If interviews are conducted, firms are encouraged to bring related examples of work and any other pertinent past project information.

Flathead County may request to conduct site visits and tours of other similar adult detention centers, sheriff's departments, or other public safety facilities that the responding firms have completed. If facility tours or site visits are conducted, Flathead County would cover all related travel expenditures.

***No contract will result from any response to this RFI.*** Flathead County will utilize the information gained through the Statements received, follow up questions/discussions, interviews, and facility tours to help determine the project approach and project delivery method most appropriate for the new Flathead County Adult Detention Center and Sheriff's Department.

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Once the project delivery method is selected, Flathead County intends to start the formal project procurement process by issuing a separate Request for Qualifications.

Firms interested in contracting with Flathead County are minimally required to provide professional liability insurance with a minimum limit of \$1,000,000 per occurrence, \$1,000,000 per occurrence in general liability insurance, \$1,000,000 per accident worth of auto liability coverage, and proof of workers' compensation coverage (or an independent contractor's exemption certificate). Selected firms may not limit their liability to coverage amounts lower than these set limits. The prime contractor will be required to furnish an executed contract bond or bonds in a sum equal to the contract amount at the time of construction contract execution. The bond must be executed by a surety company authorized by law to transact business in the State of Montana. The contract bond will remain in full force and effect until the certificate of completion is accepted by the Commission, plus any time period specified by Montana law. Depending on the selected project delivery method and procurement process, a proposal or bid bond may also be required. By responding to this RFI, firms agree that they can meet the County's bonding and insurance requirements.

In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained, whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to utilize information gained from the RFI to determine a project delivery method and move forward with the project procurement process, issuance of the RFI in no way constitutes a commitment by the County to award and execute a contract. Upon a determination that such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFI;
- Reject any or all statements received in response to this RFI;
- Waive any informalities or irregularities in the statements;
- Determine at any time whether a statement is unresponsive in any manner;
- Not proceed with a Request for Qualifications, if it is in the County's best interest
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- Terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.

