



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE – ELUC/Highway/County
Facilities**

*County of Champaign, Urbana, Illinois
Tuesday, March 6, 2012 – 6:00 p.m.*

*Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington Street, Urbana, Illinois*

VIII. County Facilities

- A. QBS Presentation & Overview – Steve Ziegler
- B. Physical Plant Monthly Reports 54-57
- C. 202 Art Bartell Construction Project Monthly Report 58
- D. East Campus Storm Water Management Project Bid Opening Schedule 59
- E. Courthouse Sound System Project Update
- F. Jail Space Improvement Project
 - 1. Approval of Release of RFP for Consultant Services for Needs Assessment and Pre-Design Planning 60-75
- G. Other Business
- H. Designation of Items to be Placed on the Consent Agenda

Physical Plant Monthly Expenditure Report
January, 2012
FY2012

EXPENDITURE ITEM	FY10/11 YTD 1/31/2011	FY10/11 ACTUAL	FY10/11 as % of Actual	FY11/12 ORIGINAL BUDGET	FY11/12 BUDGET 1/31/2012	FY11/12 YTD 1/31/2012	FY11/12 as % of Budget	FY11/12 Remaining Balance
Gas Service	\$11,984	\$355,604	3.37%	\$400,000	\$400,000	\$46,653	11.66%	\$353,347
Electric Service	\$55,780	\$863,826	6.46%	\$900,000	\$900,000	\$54,782	6.09%	\$845,218
Water Service	\$4,768	\$77,033	6.19%	\$71,415	\$71,415	\$4,893	6.85%	\$66,522
Sewer Service	\$3,644	\$48,249	7.55%	\$44,312	\$44,312	\$3,096	6.99%	\$41,216
All Other Services	\$17,462	\$257,902	6.77%	\$129,888	\$129,888	\$15,691	12.08%	\$114,197
Cths R & M	\$12,538	\$75,518	16.60%	\$35,477	\$35,477	\$10,165	28.65%	\$25,312
Downtown Jail R & M	\$1,921	\$17,045	11.27%	\$26,698	\$26,698	\$4,028	15.09%	\$22,670
Satellite Jail R & M	\$452	\$48,762	0.93%	\$27,342	\$27,342	\$2,702	9.88%	\$24,640
1905 R & M	\$1,233	\$11,426	10.80%	\$10,169	\$10,169	\$1,234	12.14%	\$8,935
Brookens R & M	\$4,499	\$34,285	13.12%	\$31,114	\$31,114	\$4,610	14.82%	\$26,504
JDC R & M	\$753	\$8,375	8.99%	\$11,366	\$11,366	\$1,085	9.55%	\$10,281
1701 E Main R & M	\$2,535	\$18,337	13.82%	\$45,200	\$45,200	\$1,231	2.72%	\$43,969
Other Buildings R & M	\$950	\$4,954	19.18%	\$8,188	\$8,188	\$553	6.75%	\$7,635
Commodities	\$16,683	\$67,820	24.60%	\$68,637	\$68,637	\$10,027	14.61%	\$58,610
Gas & Oil	\$1,150	\$9,957	11.55%	\$10,810	\$10,810	\$568	5.25%	\$10,242
Totals	\$136,353	\$1,899,093		\$1,820,616	\$1,820,616	\$161,319		\$1,659,297

Other buildings R & M includes storage outbuildings, Animal Control and 202 Art Bartell
This report does not include information on personnel, intergovernmental loans and capital projects.

Prepared by:
Ranae Wolken
2/23/2012

Gas Utilities - FY2012

Period	Courthouse	204 E Main	502 S Lierman	JDC	1905 E Main	1701 E Main Rear EMAMETCAD	Brookens	ITC	1705 E Main North Garage	1705 E Main South Garage	202 Art Bartell	Monthly Totals
December - Ameren	\$3,687.33	\$566.19	\$1,958.76	\$455.15	\$252.42	\$90.64	\$1,598.24	\$3,261.76	\$118.60	\$210.96	\$806.98	\$13,007.03
December - Integrys	\$10,302.50	\$1,966.86	\$5,133.06	\$1,531.62	\$737.13	\$103.00	\$4,054.90	\$9,029.81	\$212.69	\$574.63		\$33,646.20
January - Ameren	\$3,853.33	\$615.54	\$2,243.97	\$507.20	\$268.29	\$116.18	\$1,774.05	\$3,577.38	\$143.49	\$241.37	\$902.70	\$14,244.10
January - Integrys	\$9,974.41	\$2,032.61	\$5,514.24	\$1,629.24	\$739.70	\$173.39	\$4,211.88	\$9,209.58	\$275.01	\$641.76		\$34,401.82
February - Ameren												\$0.00
February - Integrys												\$0.00
March - Ameren												\$0.00
March - Integrys												\$0.00
April - Ameren												\$0.00
April - Integrys												\$0.00
May - Ameren												\$0.00
May - Integrys												\$0.00
June - Ameren												\$0.00
June - Integrys												\$0.00
July - Ameren												\$0.00
July - Integrys												\$0.00
August - Ameren												\$0.00
August - Integrys												\$0.00
September - Ameren												\$0.00
September - Integrys												\$0.00
October - Ameren												\$0.00
October - Integrys												\$0.00
November - Ameren												\$0.00
November - Integrys												\$0.00
Total to date	\$27,817.57	\$5,181.20	\$14,850.03	\$4,123.21	\$1,997.54	\$483.21	\$11,639.07	\$25,078.53	\$749.79	\$1,669.32	\$0.00	\$95,299.15

Ameren - gas delivery and tax charges
Integrys - gas usage

Prepared by Ranae Wolken
2/23/2012

Electric Utilities - FY2012

Period	Courthouse	204 E Main	502 S Lierman	JDC	1905 E Main	1701 E Main Rear EMA/METCAD	Nite Lite	Brookens	ITC	1705 E Main North Garage	1705 E Main South Garage	202 Art Bartell	Monthly Totals
December	\$17,021.68	\$6,330.01	\$7,998.26	\$3,426.93	\$4,254.50	\$116.88	\$199.62	\$8,500.83	\$6,148.01	\$64.68	\$81.90	\$639.04	\$54,782.34
January	\$17,374.28	\$5,693.04	\$9,485.39	\$3,938.93	\$3,563.60	\$136.66	\$203.20	\$9,508.39	\$6,811.20	\$70.99	\$68.82	\$216.56	\$57,071.06
February													\$0.00
March													\$0.00
April													\$0.00
May													\$0.00
June													\$0.00
July													\$0.00
August													\$0.00
September													\$0.00
October													\$0.00
November													\$0.00
Total to Date	\$34,395.96	\$12,023.05	\$17,483.65	\$7,365.86	\$7,818.10	\$253.54	\$402.82	\$18,009.22	\$12,959.21	\$135.67	\$150.72	\$0.00	\$111,853.40

Prepared by Ranae Wolken
2/23/2012

Nite Lites are billed by Ameren - all other electric is provided by Integrys Energy

Building/Grounds Maintenance work hour comparison

Weekly Period	Repair & Maintenance	Scheduled Maintenance	Nursing Home	Special Project	Grounds Maintenance	Other Tenants	TOTAL
11/27/2011-12/3/11	193.00	0.00	76.50	32.50	5.00	0.00	307.00
12/4/11-12/10/11	238.00	0.00	55.00	30.00	0.00	0.00	323.00
12/11/11-12/17/11	249.50	9.00	63.75	7.50	2.00	0.00	331.75
12/18/11-12/24/11*	239.00	8.50	33.50	0.00	0.00	0.00	281.00
12/25/11-12/31/11*	133.00	6.50	51.00	0.00	7.50	0.00	198.00
1/1/12-1/7/12*	243.25	8.00	18.00	0.00	0.00	0.00	269.25
1/8/12-1/14/12	242.25	10.00	49.50	0.00	0.00	12.00	313.75
1/15/12-1/21/12*	247.00	0.00	71.00	0.00	0.00	15.00	333.00
1/22/12-1/28/12	298.00	7.50	45.50	0.00	2.50	15.00	368.50
1/29/12-2/4/12	277.25	15.00	47.00	0.00	0.00	10.00	349.25

*week includes a holiday
 One regular work week = 435.00 hours with full staff

There are currently 242.86 comp time hours available to the maintenance staff

Total comp time hours earned in FY12 to date- 202.04

Total spent to date on overtime in FY12 - \$0.00 (Original Budgeted Amount - \$0)

Prepared by: Ranae Wolken
 2/23/2012

202 SOUTH ART BARTELL ROAD CONSTRUCTION PROJECT

Prepared By: E Boatz March 6, 2012

	ORIGINAL CONTRACT	CHANGE ORDERS	CONTRACT TOTAL	PAYMENTS THIS MONTH	PAYMENTS YEAR TO DATE	BALANCE TO FINISH
Original Project Budget						
Current Budget w/Change Orders	\$1,945,722.00					
Design/Build						
Rossier Construction	\$1,355,005.00	-\$8,655.00		\$0.00	\$1,346,350.00	\$0.00
Total Design/Build	\$1,355,005.00	-\$8,655.00	\$1,346,350.00	\$0.00	\$1,346,350.00	\$0.00
Licensing & Permitting (Includes Insurance)						
Owner Items for New Building	\$14,700.00			\$0.00	\$7,035.64	\$7,664.46
Maintenance Area Build-Out for New Building	\$46,000.00			\$210.00	\$35,409.22	\$10,590.78
Complete Fiber Optic Loop for East Campus						
Generator Back-Up System for Brookens Facility	\$30,000.00			\$0.00	\$12,897.77	\$17,102.23
	\$33,560.00			\$0.00	\$33,560.00	\$0.00
	\$14,000.00			\$0.00	\$4,866.01	\$9,133.99
ILEAS South Garage Lighting & Heating East Campus Site Storm Water Project						
	\$5,000.00			\$0.00	\$4,149.25	\$850.75
	\$447,457.00			\$2,860.00	\$36,537.50	\$408,919.50
Total Building Costs	\$590,717.00	\$0.00	\$590,717.00	\$3,070.00	\$136,455.29	\$454,261.71
PROJECT TOTAL	\$1,945,722.00	-\$8,655.00	\$1,937,067.00	\$3,070.00	\$1,482,805.29	\$454,261.71

% of Project Paid to Date

76.55%



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
INFORMATION TECHNOLOGY
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

MEMORANDUM

DATE: 2-27-2012

TO: Tom Betz, Deputy Chair County Facilities and Champaign County Board Committee of the Whole

FROM: Alan Reinhart, Facilities Director

RE: Storm Sewer Improvement Project for Champaign County East Campus

On 2-21-2012 Tom Berns, Chris Billing, Jeff Blue, Deb Busey and Alan Reinhart met to review the 90% complete drawing for the Storm Sewer Project. After reviewing the drawings, items were discussed pertaining to the limits of the Bid Bonds, Performance Bonds, retainage amounts and the type of format that will be used for the proposals. Other items discussed were project coordination, scheduling of road closures, quality control of construction and erosion control.

The following dates were set for the upcoming events in March and April:

- March 2nd, 100% Drawing and Specification complete, with final review
- March 10th, 11th & 18th, Advertisement for Bids
- March 20th, Pre-bid site meeting starting at ILEAS, 2PM
- March 27th, Bid Opening 2 PM, Brookens
- March 28th, Recommendation out to the Facilities Committee
- April 3rd, Facilities approval
- April 19th, Full Board approval

CHAMPAIGN COUNTY SHERIFF'S OFFICE



REQUEST FOR PROPOSALS (RFP): 2012 – 003

**NEEDS ASSESSMENT STUDY FOR
CHAMPAIGN COUNTY CORRECTIONS**

Sealed Proposal Due Date: 4:00 pm April 25, 2012



Needs Assessment Study for Champaign County Corrections

REQUEST FOR PROPOSALS: 2012 - 003

NEEDS ASSESSMENT STUDY FOR CHAMPAIGN COUNTY CORRECTIONS

February 24, 2012

On behalf of the County Board, I invite you to furnish a proposal in accordance with the General Requirements and Proposal Format requirements as documented herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for selection for this project.

Sealed Proposals: All proposals are to be submitted as outlined. To be considered for the award of contract, vendors will deliver one (1) original and eight (8) hard copies, and one electronic copy (Microsoft Office or PDF format) on CD, to the following address:

Attn.: Sheriff Dan Walsh

Champaign County Sheriff's Office

204 E Main Street

Urbana, Illinois 61801

By 4:00 pm April 25, 2012

**All proposals shall be delivered in a sealed envelope clearly marked "SEALED PROPOSAL –
"RFP – 2012-003 – Needs Assessment Study for Champaign County Jail".**

**The proposal shall include the entire response to this Request for Proposal document and
any amendments which may subsequently be issued.**

Proposals received after the above stated time will be considered a late quote and will not be accepted.

Please direct questions regarding the proposal package to Sheriff Dan Walsh, 217-384-1205 or email dwalsh@co.champaign.il.us

Cordially yours,

Sheriff Dan Walsh

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Needs Assessment Study for Champaign County Corrections

I. INTRODUCTION

The County of Champaign is seeking proposals from qualified criminal justice consulting firms who possess knowledge, skills, and experience in pre-architectural jail planning to conduct a comprehensive jail needs assessment study. The purpose of this study is to develop a plan that will establish current and future adult capacity requirements and costs associated with either the remodeling of our current Downtown facility or the construction of an addition to our Satellite Jail, identify ways of reducing the demand for bed space, while maintaining public safety, and provide an initial estimate of the cost of construction.

While not intended to limit the scope of this project, the County has identified three possible solutions believed to be worth review in this project. Remodel and update the current Downtown Jail, close the Downtown Jail and build an addition onto the Satellite Jail relocating the bed space lost downtown, or do nothing (maintenance only).

The County will evaluate firms from material submitted in response to this RFP. All interested firms must complete a full proposal based on the scope of services specified in Section VII. Based on a review of submitted proposals, the County may interview selected firms prior to making a final decision. The County reserves the right to modify the selection process based on information provided in the RFP submittals.

II. RFP PROCESS TIMELINE

RFP Issued	Friday, February 24, 2012
Responses DUE:	Wednesday, April 25, 2012 at 4:00pm.
Jail Planning Project Team Notification of Selection of Short-Listed Firms:	Wednesday, May 2, 2012
Short-Listed Firm Interviews with County Board	Tuesday, May 8, 2012 – 6:00pm
Top-Ranked Firm Selection	Wednesday, May 9, 2012
Contract Negotiation	Thursday, May 10 th – Thursday, May 17 th , 2012
County Board Award of Contract	Thursday, May 24 th – 7:00pm

III. INSTRUCTIONS TO PROPOSERS

All proposals must be submitted to:

**Sheriff Dan Walsh
Champaign County Sheriff's Office
204 E Main Street
Urbana, IL 61801**

All questions regarding the proposal shall be directed in writing to (FAX or e-mail accepted):

**Sheriff Dan Walsh
Champaign County Sheriff's Office
204 E Main Street
Urbana, IL 61801
FAX: 217-384-1219
e-mail: dwalsh@co.champaign.il.us**

1. Eight bound copies of the main proposal and one unbound, one-sided, copy suitable for duplication, along with one electronic copy should be submitted. The cover should include the title "Jail Planning Proposal," date of submission, name of the firm, and the firm's contact person with phone number and address. The contact person should be an authorized representative of the firm.
2. Eight copies of the budget proposal should be placed in a sealed envelope and marked with the firm's name and the notation: "SEALED BUDGET PROPOSAL."
3. A transmittal letter, signed by the contact person, should accompany the proposal.
4. Both parts of the proposal and transmittal letter should be sealed in an envelope or carton and marked on the outside with the words "JAIL PLANNING PROPOSAL." The envelope or carton should be mailed to:

**Sheriff Dan Walsh
Champaign County Sheriff's Office
204 E Main Street
Urbana, IL 61801**

5. Proposals are due by **4:00 p.m. on April 25, 2012**. Any proposal received after that time will be marked "Received Late" and returned unopened to the offerer.
6. Any questions concerning this RFP should be directed to Sheriff Dan Walsh, 217-384-1205.
7. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

Needs Assessment Study for Champaign County Corrections

8. An authorized representative of the firm must complete and sign the proposal.
9. The Sheriff or his representative will notify appropriate Agents if the County wishes to interview them and will establish the timeline for those interviews.
10. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.
11. In submitting qualifications, it is understood by the undersigned that the right is reserved by the County of Champaign to accept any qualifications, to reject any and all qualifications, and to waive any irregularities or informalities which are in the best interest of the County of Champaign.

IV. TERMS and CONDITIONS

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFP and are in the best interest of Champaign County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, as a minimum, all applicable provisions of the RFP. The County reserves the right to reject any agreement that does not conform to the RFP and any County requirements for agreements and contracts.
5. The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications.
6. The successful Proposer may further be required to provide certification of compliance with applicable statutory employment mandates, including but not limited to Illinois and US labor and non-discrimination laws.

V. SELECTION PROCESS

The members of the Jail Project Planning Team will review the proposals and submit recommendations to the County Board. Depending on the response to the RFP, the Jail Project Planning Team may elect to short-list two or three firms that best meet the selection criteria and schedule those firms for interviews with the County Board on Tuesday, May 8, 2012 beginning at 6:00pm.

Notification of the selection of short-listed firms shall be provided to all offerers by Friday, May 4, 2012.

Firms scheduled for interviews will be able to discuss their credentials, special skills, and particular approaches to various elements of the study. The selection criteria will be weighted with 45 percent for methodology, 40 percent for qualifications, and 15 percent for costs.

VI. BACKGROUND INFORMATION

COUNTY BACKGROUND

Champaign County, Illinois is located in the heart of East Central Illinois. US Interstates 57, 72 & 74 intersect in the county which puts Champaign County approximately 2 hours south of Chicago, Illinois, 3 hours north-northeast of St. Louis, Missouri and 2 hours west of Indianapolis, Indiana.

Champaign County was incorporated on February 20, 1833. Township form of government was adopted in 1859. The County Board currently has 9 Districts, with three members representing each District for a total of 27 Board members. The County Board Chair is elected from the Board members. The County currently has an Administrator hired by the County Board to oversee the day-to-day operations of the County.

Home to the University of Illinois, Parkland College, and two major regional hospitals (Carle Foundation Hospital and Provena Covenant Hospital), Champaign County is a leader in education, health care, government, high technology, light industry and agriculture. Champaign County comprises 1008 square miles, the majority of which are involved in agriculture.

The 2010 US Census estimate lists Champaign County as the 10th largest County in the State of Illinois with a population of 201,081. The largest urban areas in the County are the City of Champaign (81,055), the City of Urbana (41,250), and the Village of Rantoul (13,674).

Needs Assessment Study for Champaign County Corrections

THE COUNTY JAIL

The Corrections Division of the Champaign County Sheriff's Office operates two separate facilities, the Downtown Jail & the Satellite Jail, with a combined bed capacity of 313 divided between the two. The average daily population of our facilities combined for calendar year 2011 was 223, which was the lowest yearly ADP in a decade.

The Downtown Jail occupies the lower half of the Sheriff's Office building located in downtown Urbana, directly across the street from the courthouse and the capacity of the Downtown Jail, built in 1980 is 131. The Downtown Jail is linear in design and limits the ability of staff to effectively manage the inmate population. Many serious physical plant deficiencies have been identified in the Downtown Jail, such as "the deplorable conditions within the facility", "the limited artificial and natural light and dingy colors found within the jail..." and "the amount of problems with debilitated plumbing, electrical, HVAC, and security systems." Since our Satellite Jail cannot provide sight and sound separation for the housing of males and females, the Downtown Jail houses all general population female inmates.

The Satellite Jail began housing inmates in 1996 with a bedded capacity of 182 inmates and serves as the primary intake unit for all arrests in Champaign County. All inmate meals and commissary items are produced out of the kitchen located at the Satellite Jail. The administrative offices of Jail Command, Mental Health, Medical and Programs staff are housed at the Satellite Jail, while the offices of the Sheriff, Chief Deputy and Law Enforcement Command are located in the downtown facility. The Satellite Jail was originally designed and built with the expectation of expanding the facility by adding housing "pods" when appropriate.

The Champaign County Corrections Division, operating both facilities, was found in full compliance of Illinois County Jail Standards in August 2011 by the State of Illinois Department of Corrections Office of Jail and Detention Standards.

The Sheriff's Office has attended the Planning of New Institutions program conducted by the National Institute of Corrections.

On May 1, 2011 the County received Technical Assistance, via Technical Assistance No. 11J1054, from the National Institute of Corrections (NIC). The purpose of the Report was to provide short-term technical assistance services for the Champaign County Sheriff's Office in conjunction with the review of the utilization of the jail in supporting the criminal justice system within Champaign County. A copy of the technical assistance report is available upon request by contacting Teresa Schlein, secretary to the Sheriff, at 217-384-1205.

THE CRIMINAL JUSTICE SYSTEM

The Illinois Crime Index Offense Rate, expressed in total number of index crimes per 100,000 inhabitants, has steadily declined since 1994 and Champaign County is no different. Based upon the 2009 Illinois UCR the decreases realized in Champaign County in regards to Total Crime Index (-16.9%), Total Crime Index Arrests (-9.9%) and Drug Crime Arrests (-15.7%) were at least twice as much as the rate that was realized in the State of Illinois (Crime Index -7.5%, Crime Index Arrests -4%, and Drug Crime Arrests -3.5%).

The Champaign County Circuit Court has eleven judges and is part of the Sixth Judicial Circuit which consists of the Counties of Champaign, DeWitt, Douglas, Macon, Moultrie and Piatt. The Sixth Judicial Circuit is part of the Fourth

Needs Assessment Study for Champaign County Corrections

Appellate District. Although all of the judges have been assigned to hear criminal matters during their time on the bench, currently six judges handle criminal matters. In cooperation with the Sheriff, the State's Attorney, the Public Defender and the Director of Court Services, the Presiding Judge has developed protocols and issued administrative orders to reduce a significant backlog of pending criminal cases. Despite the efforts of all justice-related departments, the volume of criminal matters, the mandates of the General Assembly and the condition of the jail facilities necessitate steps be taken to insure that sufficient space is available for those incarcerated.

The Office of the States Attorney's Office is staffed with 17 full-time attorneys in the Criminal and Traffic Divisions. The office commences and prosecutes all criminal and traffic cases in the Circuit Court. During 2011, the Office of the States Attorney had 2,131 felony filings, 1,392 misdemeanor filings, 718 DUI's and 23,726 traffic citations. The Office of the States Attorney reviewed approximately 8,400 police reports submitted by area police agencies. The average annual felony caseload per attorney was approximately 350 cases.

The Champaign County Public Defender's Office has a staff of 14 full-time attorneys and three support staff (2 secretaries and one office manager). The Office is appointed to represent individuals who are indigent; that is, they cannot afford an attorney of their own. Most of these cases involve criminal matters in which people are charged with felony, misdemeanor, traffic and juvenile delinquency matters. Public Defender Attorneys are regularly appointed to represent parents in abuse and neglect matters and are occasionally appointed in mental health commitment, contempt and other matters.

The Champaign County Probation and Court Services Department Adult Division/Standard Probation Services Unit consist of 9 line officers. Each officer supervises a caseload of approximately 160 adult offenders. Officers refer offenders for alcohol/substance abuse treatment, or to the various other social service programs that may assist the offender in meeting the conditions of probation. The officer assigned to supervise sex offenders currently monitors 60 offenders convicted of sex offenses. Drug Court started in March of 1999 and each defendant sentenced to Drug Court is required to appear in court each week to assess progress in meeting goals. All Drug Court clients are randomly tested for illicit drugs and alcohol.

The Public Service Work (PSW) Coordinator, assigned to the Specialized Services Unit, serves the entire department. The PSW coordinator works with community leaders to provide labor for special events, on-going projects and general clean up details. At any one time, our coordinator supervises approximately 1200 adults and juveniles ordered to complete community service work.

Community agencies capable of providing services to adult offenders sentenced to probation consist primarily of the mental health unit outpatient service of the local hospital, the County Mental Health Center, Alcoholics Anonymous, and Narcotics Anonymous.

The Sheriff's Office consists of three Divisions, Law Enforcement, Corrections and Court Security. The Corrections Division has 60 sworn officers assigned and had 7,719 intakes in 2011.

In 2003 the jail population grew to above 300, nearing actual capacity, and numerous meetings were held by the various principals in the local Criminal Justice System to reduce the jail population. Presiding Judge Tom Difanis, States Attorney Julia Rietz, Public Defender Randy Rosenbaum, Court Services Director Joe Gordon, and Sheriff Dan Walsh all worked together to reduce the jail population. Case backlog has been substantially reduced through orders to move cases more

Needs Assessment Study for Champaign County Corrections

expeditiously through the system. Judges have been encouraged to consider jail resources when setting bonds and sentences. Assistant Public Defenders and Assistant States Attorneys have been directed by their bosses to move cases quickly, working with both the judges and the Sheriff's Office to do so. The Sheriff also used Electronic Home Detention (E.H.D.) on a regular basis to reduce housed inmate populations. These sustained and combined efforts have lead to a perceived reduction in jail population that has averaged 31 inmates (ADP) over the past seven years.

PROJECT PLANNING GROUPS

Two resource groups have been established to work on issues related to this RFP. The first is the Jail Project Planning Team consisting of the Sheriff, Jail Superintendant, Presiding Judge, States Attorney, County Administrator, Facilities Director, County Board Facilities Committee Deputy Chair and Assistant Deputy Chair. In addition, a nine member Champaign County Community Justice Task Force is being developed. The purpose of the Task Force is to gather information on current programs and costs to prevent incarceration, recidivism, and promote rehabilitation of prisoners; to look for additional programs (and potential costs) that the County does not utilize that may bolster current programs; to provide a report including suggestions and information to the County Board in October 2012.

VII. SCOPE of SERVICES DESIRED

The scope of work for the Needs Assessment Study will include but not be limited to, the following items:

1. The consultant should examine the various factors contributing to the current correctional center population. This study should examine county population growth trends, crime trends, changes in laws, practices within the criminal justice system, and other factors that have affected the number of pretrial defendants and sentenced offenders who are detained in the correctional center and the lengths of their stays.
2. The consultant should perform a study of the inmate population in order to describe the correctional center population and provide information useful for the planning of programs in our correctional center, for identifying the proportion of the inmate population that might be eligible for various alternatives to incarceration, and for developing design specifications about the types and number of spaces that will be needed to accommodate inmates in the County Correctional Facility.
3. The consultant should include detailed analysis, consideration and discussion of special need inmates---mostly medical and mental health (or both). Specific design and adjacency needs to allow appropriate monitoring and care of these types of inmates, while at the same time considering the appropriate staffing needs of such units to make these as staff efficient as possible.
4. The consultant should include detailed analysis, consideration and discussion of the booking environment. Specific design and adjacency needs to allow for appropriate monitoring and care of the newly received inmates while at the same time considering the appropriate safety and security of these individuals. Consideration must be given to appropriate staffing needs of such area to make booking/intake as efficient as possible.
5. The consultant will examine the availability of alternatives to incarceration for both pretrial defendants and sentenced offenders. Gaps in services and enhancements and/or expansion of existing services should be

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considered. Also, criminal justice system operations should be reviewed to determine if efficiencies can be obtained that will reduce the length of stay of pretrial defendants. This study will require interviewing staff in various criminal justice agencies and examination of appropriate data on supervision and treatment programs and case processing of offenders. Based on this information, the consultant will identify ways to expand the existing alternatives to incarceration or to add appropriate, new alternatives. Also, the consultant should identify if refinements in case processing might be possible that would reduce the length of stay of pretrial defendants. Each of the recommendations should contain a description of the problem or issue addressed by the recommendation, estimate of the impact on the jail population, estimated cost of implementing the recommendation, steps required to implement the change, and timetable for implementation. This is to include consideration and discussion of housing units other than maximum security, such as dormitory and single/double cells with non-security fixtures and doors.

6. The consultant will forecast facility capacity requirements in five-year increments. The forecast will be broken out to show the space allocation requirements for each type of area that accommodates inmates, such as intake, infirmary, housing areas (maximum, medium, and minimum housing for males and females). Options for reducing and/or managing growth of the jail population should also be considered in the forecast. If major changes are imminent, such as new laws or addition of new industries, they should be acknowledged for their potential impact on the forecast. The description of the forecast should be written so that members of the public can understand its relation to historical trends, growth of the county, changes in crime, options for controlling jail growth, and the recommended strategy for designing the facility to accommodate future expansion needs.
7. The consultant should evaluate the existing Downtown Jail structure as to its suitability for other uses, including the possible remodeling of the facility to update it for continued use as a correctional center and sheriff's office. This evaluation will consider the structural integrity of the facility, maintenance requirements, adaptability for other uses, and general cost estimates for each option. If the consultant has the experience and expertise to make suggestions in regards to repurposing options for the facility, recommendations should be included.
8. The consultant will provide an estimate of construction costs and include fixtures and equipment for each option suggested. This estimate does not need to include other considerations, such as site development, professional fees, and contingency expenses. This cost estimate should be coordinated with the forecast to show costs at various periods of time, if phased construction of space is recommended. In that instance, an adjustment for inflation should be included in phased construction. **This cost estimate should include the identification of some operational costs, like temporarily relocating inmates, and/or the costs associated with operating two facilities versus a single facility.**
9. The consultant should develop a forecast of sheriff's office space needs including specific secure areas designed for various types of evidence storage operations. The planner should interview the sheriff and staff, determine the types of functions and offices that must be accommodated in a new building, and create a forecast for space that will meet future needs. This forecast should identify the space needs in the same incremental time frames as that used in the jail forecast. Also, the rationale underlying the forecast should be described. (Cost estimates for sheriff's offices should be included in the estimate of jail development costs.)

VIII. COMMUNICATION, REPORTS AND PRESENTATIONS

The consultant should describe in the proposal how he or she will communicate with the County and/or the public about the jail planning study. This description should indicate the approximate times of the meetings and their purpose. The consultant should also seek the preferences of the County, during an initial meeting, about how to structure public communication and obtain input of the stakeholders to help develop the specifics about contents of the communication.

The consultant should describe in the proposal the sections of the final report that might be anticipated at this time. Also, the proposal should indicate how the recommendations will be structured and what will be included. The final report should include an executive summary that is suitable for public distribution.

A rough draft of the final report should be submitted for review by the Jail Project Planning Team. After the comments have been returned by the County, the report should be finalized and one bound copy and one camera-ready copy suitable for photocopying along with one electronic copy should be submitted.

After submission of the final report, the County Board will contact the consultant to establish a time when a summary presentation will be made to the board in open session.

IX. PROJECT SCHEDULE AND STARTING DATE

The jail planner should provide a timetable for the study, which will show the approximate times when key activities will occur and their general sequence. The timetable should encompass the project activities up to the time of the submission of the rough draft of the final report to the County for review and critique.

A Gantt chart or other appropriate schedule chart should be used to display the information. Explanations should be provided when the reasons for various time lines are not immediately apparent.

X. QUALIFICATIONS OF THE FIRM, PROJECT STAFFING AND REFERENCES

The response should emphasize project experience that will be relevant to the County of Champaign. The consulting firm shall provide a clear, concise Response that will address the firm's ability and experience in complying with the scope of services requirements set forth in this RFP.

1. Give a brief description of the firm, including a description of the firm's experience in performing jail planning studies.
2. List by name and title the consulting firm team members to be assigned to the project for Champaign County. Identify the contact person who will have primary account responsibility. Provide qualifications, experience, and office location and phone number for each of the identified team members.
3. Describe your firm's particular expertise for conducting jail planning and comprehensive jail needs assessment studies. Give examples of how this expertise has been utilized to the advantage of clients and how it may relate to the County.

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4. Briefly describe any attributes that distinguish your firm from others offering similar services that would prove helpful to the County in our selection process.
5. Describe any pending litigation of the firm.
6. Provide references from your last five local government projects, including name, address, telephone number, and type of consulting services/planning completed for these clients.
7. Provide a copy of the last Jail Needs Assessment Study your firm completed.

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XI. PROJECT WORK PLAN

The project work plan should be constructed to show the estimated number of hours each person will work per task. This should include the hours team members will perform on-site work and project time by support staff. The decision about the names of the various tasks in the table will be left to the discretion of the proposal writer, with the exception of the task of making presentations on the final report.

Sample Table 1. Allocated Number of Hours for Project Staff on Various Tasks

TASKS	Smith (Team Leader)	Jones	Research Assistant	Clerical	Total Hours
1. Meeting with Jail Committee					
2. Interviewing					
3. Collecting jail data					
4. Collecting other data					
5. Analyzing data					
6. Developing forecast					
7. Evaluating jail sites					
8. Writing review-draft of final report					
9. Revising final report					
10. Making presentations on final report					
11. Total number of hours					

As shown in the sample table above, the project team leader should be listed first. The narrative in this subsection should briefly explain any new items (those not discussed in a previous section) if they are not immediately obvious in meaning.

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XII. PROJECT BUDGET

The budget proposal should be submitted in a separate, sealed envelope, which will be opened after the top two firms have been identified. The budget should be presented in a breakout table according to the following format. Extra lines should be added to the table as needed, such as to list the various consultants.

CATEGORY	Hourly Rate	No. of Hours	Subtotal	Total
PERSONNEL				
Consultants (listed separately)	\$	##	\$xxxx	
Support staff (listed by position)	\$	##	\$xxxx	
Subtotal personnel				\$xxxx
TRAVEL	Rate	Number	Subtotal	
Airfare, auto, etc.	\$xxx	##	\$xxxx	
Lodging	\$xx	##	\$xxxx	
Meals	\$xx	##	\$xxx	
Other (list the major items)	\$x	##	\$xxx	
Subtotal travel				\$xxxx
SUPPLIES AND OTHER				
Office supplies (per month)	\$xx	x	\$xxx	
Telephone (per month)	\$xx	x	\$xxx	
Reproduction (collectively)	\$xxx	NA	\$xxx	
Postage and express (collectively)	\$xxx	NA	\$xxx	
Subtotal supplies and other				\$xxxx
TOTAL BUDGET				\$xxx

Relevant narrative should provide explanation for those items which are not immediately apparent in the budget table. If the consultant has suggestions or options for obtaining cost-savings in conducting this project, the information can be presented in a separate subsection of the budget either in the narrative or as a separate table.

XIII. PROPOSAL FORMAT

The main proposal may contain a brief introduction of no more than one page. Following the introduction, the proposal should specifically address the consultants approach as defined by Sections 7 through 12 of the RFP and in the order in which they appear in the RFP.

Part A. Main Proposal

- Introduction
- Scope of Services Desired (each item addressed independently)
- Communication, Reports, and Presentations
- Project Schedule and Starting Date
- Qualifications of the Firm, Project Staffing, and References
- Appendix A: Literature on the Firm
- Appendix B: Other Information

Part B. Sealed Budget Proposal

A Sealed Budget Proposal is also required.