

Arrowhead Regional Detention Facility Needs Assessment

REQUEST FOR QUALIFICATIONS: TECHNICAL ADVISOR

Release Date: Friday, August 12, 2016

Due Date: Friday, September 2, 2016 – by 4:30 p.m.

Request Issued by:

Arrowhead Regional Development Commission (ARDC)

ARDC is seeking to contract with a law enforcement professional, or a qualified law enforcement consulting team, to advise and participate in a regional planning process. This person or group will be very familiar with the Arrowhead Region, key law enforcement personnel, detention practices, and law enforcement processes.

Background:

The Arrowhead Regional Development Commission (ARDC) will be conducting a planning process to assess the need for an additional regional detention facility in northeast Minnesota that would provide local and tribal government law enforcement agencies with a local location to detain criminal suspects and other offenders.

ARDC has been informed that, at present, tribal and local police forces often bring detainees long distances to be housed. Tribal agencies are particularly affected, often bringing suspects and offenders to far western Minnesota, an average of a four hour one way trip. This is a significant challenge to resources and results in frequent absences of police officers in the communities they serve as they transport detainees.

ARDC's process will survey all regional tribal agencies and other local governments to determine their potential need and level of use for a new detention center to be located in northeast Minnesota. ARDC will research potential costs and impacts of such a facility, and would gauge a facility's impact on the local economic factors.

ARDC will share its findings in a detailed project report and website. The report will include a geographic analysis regarding ideal locations for a potential new facility.

Stakeholders that have asked ARDC to conduct this analysis feel that a new facility would considerably reduce transportation costs and would have a positive impact on the local economy by having detention officers employed in northeast Minnesota.

Project Description:

Technical Advisor role will be described in italics.

Task 1: Process Organization

ARDC will create and implement an opening communication plan that includes research and development of a project contact list. This list will include all key law enforcement personnel that may have an interest or stake in the assessment process. A project kick-off email and flyer will be created and sent to the project stakeholders. The information will include details about the project, its purpose, and the upcoming process. A notice will be provided regarding the upcoming survey.

ARDC will create a project website that will contain contact information, meeting summaries, press materials, and any other documents developed for the process.

Task 2: System Analysis

Research will be conducted regarding the existing detainment system in northeast Minnesota. Facility locations will be mapped and readily available information regarding each facility will be collected. Descriptions of area law enforcement agencies and their capacities will be created. *The Technical Advisor will review ARDC's work and provide advice on potential changes or improvements to the process and/or results.*

A survey for law enforcement agencies regarding their detention practices and needs will be created. The survey will seek information about existing facilities, any concerns about capacity, desires for improvements, and perceptions about regional needs. Specific information about how many additional beds in the region that the agency would potentially use will be sought. *The Technical Advisor will work with ARDC staff to ensure the survey questions are efficient and effective.*

ARDC and the technical advisor will seek to conduct the surveys with the law enforcement agency's leadership in person. This will allow a full back and forth discourse about their systems and will facilitate the development of both statistical and anecdotal information about the agency's potential detention needs. It is estimated that the in person surveys will need to be conducted with about 30 entities across the region. Some smaller agencies will be able to take the survey online or over the telephone. *The Technical Advisor will be asked to help ARDC to connect with local law enforcement leaders, schedule the in-person meetings, and, when possible, attend the agency survey/interviews along with ARDC staff.*

The information from the surveys will be analyzed fully through a statistical review and assemblage of anecdotal comments. Additionally, a geographic model will be developed that demonstrates distances that agencies currently travel to detention centers and where a potential facility could be located to best meet the region's needs. *The Technical Advisor will review the survey results and assist ARDC staff when making conclusions. The Advisor will work with ARDC staff when examining potential new facility locations.*

Task 3: Document Development

Using the information from the analysis, ARDC, with guidance from the technical advisor, will create a document that outlines the entire assessment process, the results of the survey and analyses, and any recommended actions. Additionally, an interactive web map will be created that graphically shows the geographical component of the process and further describes the assessment results. *The Technical Advisor will work with ARDC staff to develop recommendations for actions as a result of the survey analysis. The Advisor will help to identify the actions, potential responsible parties for those actions, the priority level of those actions and the desired timeline for those actions.*

Task 4: Assessment Review and Finalization

After a draft document and map are developed by ARDC and reviewed and approved by the technical advisor, ARDC will notify all the participating law enforcement agencies and the public and ask them to review the project results and provide questions and comments. After a comment period during which questions are addressed, ARDC and the technical advisor will finalize the document and submit to the law enforcement agencies, key elected officials, and any other stakeholders. *The Advisor will review documents and the map and make suggestions for revisions.*

A list of next steps following the assessment will be created by ARDC and parties responsible for implementation of those steps will be identified. ARDC will continue to follow up on those steps into the future. *The Advisor will assist ARDC to develop the list of next steps.*

Timeline:

The project is eligible to commence in September 2016. All products must be finalized by August 2017.

Project Budget and Contract:

Funding for the contract cannot exceed \$25,000.00. The contract for work will be with the Arrowhead Regional Development Commission.

Instructions for Qualifications Submittals:

Interested individuals or teams simply need to answer the following questions and email them to ARDC by 4:30pm on September 2, 2016. Use this email address: ahuble@ardc.org. Please be brief and direct.

1. Describe your relevant experience. What is your background in law enforcement? What experience do you have in law enforcement consultation? Briefly describe any recent law enforcement consulting projects in which you have been involved.
2. What is your experience with the criminal suspect detention process? Is any of that experience in the State of Minnesota?

3. Describe any experience you have working with tribal law enforcement agencies.
4. What is your familiarity with northeast Minnesota? Have you interacted with law enforcement agencies and departments in the seven county Arrowhead Region in the past?
5. Are you available to work on this project between September 2016 and August 2017?
6. What is your hourly average consultation cost rate?
7. Provide the name and contact information for one reference, preferably one that has worked with you on a law enforcement consulting project.

Again, please send the answers to ahubley@ardc.org by 4:30pm on September 1, 2016.

Any questions you have can be directed to the same email address prior to the due date.

ARDC will notify you of our consultant choice prior to September 13, 2016.