

**Buchanan
Dickenson
Lee
Norton
Russell
Scott
Smyth
Tazewell
Washington
Wise**



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**Stephen O. Clear
Superintendent**

**Southwest Virginia Regional Jail Authority
Request for Proposal for Value Management Analysis
T&L Project #11940**

The Southwest Virginia Regional Jail Authority (SWVRJA), as required by the Virginia Department of Corrections (VDOC), is hereby soliciting a proposal to conduct a Value Management Analysis (VMA) on the current design of the SWVRJA expansion and renovation project. The project is located at three separate Regional Jail facilities located in Abingdon, Duffield, and Haysi, Virginia. If selected, your firm would be conducting a VMA on the Design Development documents for the project.

Please use the following information in preparing your proposal:

1. Owner: Southwest Virginia Regional Jail Authority
15205 Joe Derting Drive, Abingdon, Virginia 24210
2. Project: Southwest Virginia Regional Jail Authority Expansion and Renovation
3. Owner's Representative: Superintendent (Mr. Stephen Clear)

4. Design Team

A. Prime Architect/Engineer: Thompson & Litton (T&L). T&L is providing project management, architectural, structural engineering, civil engineering, mechanical, electrical, plumbing, and fire protection engineering, and surveying services.

B. Security Electronics, Engineer: Moseley Architects

C. Food Service and Laundry, Consultant: Foodesign, Associates

D. Geotechnical Engineering: Schnabel Engineering

Physical Address: 15205 Joe Derting Dr., Abingdon, VA 24210

5. Construction Manager at Risk Firm: To be determined in accordance with the SWVRJA's PPEA Guidelines. See paragraph 6.A below for further details.

6. Basic Information

A. Project Delivery. The SWVRJA has solicited, in accordance with its PPEA Guidelines, Conceptual Proposals from Construction Manager (CM) at Risk firms. Shortlisted CM firms will be asked to submit Detailed Proposals that include the development of a guaranteed maximum price (GMP) to construct the project. The GMP will be based upon Design Development Documents that are to be furnished to shortlisted CM firms on February 28, 2013. Should the SWVRJA elect to accept the GMP, they will enter into an interim or a comprehensive Agreement with the selected CM to proceed with the required steps to construct the project.

B. Project Description

The SWVRJA owns and operates regional jail facilities in Abingdon, Duffield, Haysi, and Tazewell, Virginia. The Regional Jail Facilities provide jail incarceration services to the Counties of Washington, Russell, Smyth, Lee Scott, Wise, Buchanan, Dickenson, Tazewell, and the City of Norton. The project is comprised of expansions and renovations to the Abingdon, Duffield, and Haysi Regional Jails, which were placed in operation in 2005, and have rated capacities of 366, 278, and 163 beds, respectively, as established by the Virginia Department of Corrections (VDOC). The Tazewell Regional Jail Facility joined the SWVRJA following construction of the original SWVRJA system. Rated at 89 beds by VDOC, the Tazewell Regional Jail Facility is essentially a Pre-Trial facility and the SWVRJA system absorbs the total population from Tazewell following sentencing. The Tazewell Regional Jail is not a part of the expansion and renovation project.

The SWVRJA has undertaken an extensive effort over the course of the past four (4) years to address a significant and growing overcrowding problem in the existing regional jail system. Included in this effort was the development by Thompson & Litton of two (2) planning documents, which include the Community Based Corrections Plan (CBCP) and a Planning Study. These planning documents were completed in December of 2010 and were required by VDOC in order to secure approval by the Board of Corrections and General Assembly for the development of an expansion to the existing regional jails based upon a fifty (50) percent reimbursement of total eligible project costs from the Commonwealth of Virginia.

The Planning Study revealed that the average daily population through November of FY 2011 was at 167% of its VDOC rated capacity, and projects the demand for inmate housing to reach 201% of its design capacity by 2015.

In response to the increasing inmate population, the SWVRJA has been forced to triple bunk dorms and certain cells and quadruple bunk double occupancy cells, thereby creating significant strains and burdens on operational staff and the existing jail support infrastructure. Therefore, an expansion of the existing regional jail facilities must be implemented as soon as possible.

Based upon the current inmate population and the above projections for future inmate housing demand, the project will provide new additions that will add 512 general population beds, 80 special purpose beds, and other support space.

The additional housing units will interconnect with the existing jails where originally envisioned and will consist of approximately 39,796 SF, 20,057 SF, and 19,492 SF (79,345 SF total) of new housing at the Abingdon, Duffield, and Haysi Regional Jails, respectively.

New non-housing additions consisting of approximately 6,995 SF and 5,665 SF are planned for the Duffield and Haysi Regional Jails, respectively. The Duffield Regional Jail requires a small addition to the vehicle sallyport.

Selected renovations are planned for the following areas in the three regional jail facilities:

1. Abingdon (~7,740 SF) – medical, dry good storage, property storage, visitation, control rooms, cooler/freezer.
2. Duffield (~5,947 SF) – medical, dry good storage, property storage, visitation, control rooms, and kitchen.
3. Haysi (~3,721 SF) – medical, dry good storage, property storage, visitation, and kitchen.

Some limited site work and utility work will be required; however, the original facility construction contemplated these expansions and significant provisions for the expansions were built into the original project. Therefore, only a limited amount of site work is required. This work will involve some minor utility relocation, parking lot reconfiguration at the Abingdon Regional Jail and the addition of a water storage tank at the Haysi Regional Jail.

The proposed expansions will add 512 general population beds and 80 special purpose beds, which should raise the current VDOC rated capacity from 896 to 1,408. These new general population beds will consist of 32 single cell beds (medium security), 288 quad cell beds (minimum security), and 192 dormitory beds (minimum). The aforementioned numbers are considered as rated beds, and exclude any additional capacity achieved with double-bunking. The VDOC total eligible cost for construction purposes is \$31,704,716.

The project is being designed in accordance with the applicable provisions of the current Virginia Department of Corrections (VDOC) Standards for Planning Design, Construction and Reimbursement of Local Correctional Facilities. Maximum, medium, and minimum custody levels are planned for male and female inmates.

7. Scope of VMA:

- A. VMA Study/Team: The VMA Study shall be completed by a multi-disciplinary team of qualified VE professionals meeting on three to four consecutive workdays as described in 6VAC15-80-211. The study group will follow the five-step job plan as recognized by the Society of American Value Engineers (SAVE). The VMA report (10 copies unless shown otherwise in the RFP) shall encompass the recommendations of the VMA study group and include detailed cost estimates, life cycle analysis and sketches, as necessary.

The VMA Team shall be assembled and isolated away from their normal workstation in order to avoid the normal daily interruption. VMA services shall be performed in a timely manner concurrently with the normal preliminary design review to minimize any delay in the schedule.

The VMA team will be composed of:

1. VE Team Leader (CVS)**
2. Architect
3. Structural Engineer
4. Mechanical Engineer
5. Electrical Engineer
6. Civil Engineer
7. Specialists
8. Typing, Clerical, and Estimating support staff as necessary

** The principal person responsible for pre-study work, assembling, editing, and reproducing the recommendations generated by the VMA Team Study. C.V.S. must edit and sign the final report.

- B. Certified Value Specialists (CVS) Responsibilities: The CVS shall have the following responsibilities for the VMA Study:

1. Pre-Study
 - a. Review complete design package and identify high cost areas.
 - b. Prepare cost model (actual vs. historical).
 - c. Prepare bar graphs of all sub systems.
 - d. Prepare preliminary cost worth ratios.
2. Study
 - a. Team Leader and coordinator

- b. Team recorder
 - c. Presentation of recommendation
3. Post Study
- a. Write and assemble report
 - b. Proof all VMA recommendations, especially the cost estimate and life cycle analysis
 - c. Calculate redesign effort for each recommendation in man hours
 - d. Sign and submit final report within 7 days. Express mail ten (10) copies to the Owner and five (5) copies to A&E of record.
- C. VMA Report Requirements: The result of the VMA study performed on the project shall be documents as follows:

- 1. Contents page
- 2. Brief description of total project and project requirements with a copy of the Owner's program requirements
- 3. Brief summary of VMA recommendations
- 4. One site plan, floor plan and elevation on 8-1/2" x 11" or fold out for the jail facility
- 5. Summary sheet (only) of 35% cost estimate
- 6. VMA cost model of project
- 7. The VMA process shall analyze at a minimum the following aspects of the project design: systems, products/materials, quality, efficiency, functionality, long-term design and operational needs (beyond 10 years) and cost
- 8. Each VMA recommendation will be described "Before and After VMA" and will be accompanied with a detailed cost estimate of savings, life cycle cost analysis, and sketches as necessary.
- 9. Complete 5 step job plan (work sheets of all work will be submitted as appendices for reference).
- 10. The VMA Report shall also address all applicable requirements for the VMA process as set forth by the VDOC.

All reports must be systematically assembled and must be short and concise, yet informative enough for decision-making. VMA Reports shall be prepared and submitted on 8-1/2" x 11" bond paper and bound under hardback cover appropriately identified. Sketches may be 8-1/2" x 11" or fold-out. Pages must be sequentially numbered in the lower right hand corner to facilitate assembly. Tabs should be used for quick reference of important sections of reports.

D. Oral Presentation: At the completion of the VMA Study, the VMA team leader and members as appropriate shall make an oral presentation

of the items to be implemented on the project. Audience for the presentation will include representatives of the following: the A/E, the SWVRJA, and the CM.

8. Qualifications of the VMA Team: The VMA proposer/consultant shall provide one team consisting of a Certified Value Specialist Team Leader, at least one licensed architect, and one licensed professional engineer from each discipline which have significant work on the project, usually one each of structural, mechanical, electrical and civil engineers. VMA Team members shall be experienced designers who are separate and completely independent from the Project A/E and its consultant firms.

The VMA Study shall be coordinated, supervised, and led by a person having Certified Value Specialist (CVS) credentials that qualify him/her to perform such service. The CVS shall be certified by the Society of American Value Engineers and shall have had a minimum of eight years combined college education and practical on-the-job VMA activities.

Members of the team shall be registered architects and professional engineers licensed in the Commonwealth of Virginia. All shall have a good understanding of VMA principles and methodology as evidenced by attending a certified forty-hour workshop. Team members shall be knowledgeable of the design and operational requirements and characteristics of the system applicable to their discipline and the type of facility being studied.

9. Information supplied to the VMA Team: Prior to commencing the VMA study, the A/E will forward the following information to the VMA Team:
- a. One set of 35% drawings (full size)
 - b. Four sets of half size drawings
 - c. Outline Specifications & Systems Checklists (3 copies)
 - d. Detailed Cost Estimates (5 copies)
 - e. Basis of Design (3 copies)
 - f. Design Calculations (Structural, Mechanical, Electrical, Civil) (2 copies)
 - g. Boring logs and soils reports (1 copy)
 - h. Scope of Project/Project requirements (3 copies)

The design A/E responsibilities include the following:

- Present an overview of the project criteria and development to the value engineering team (at commencement of the Study).
- Participate in joint VMA Oral Presentation meeting with the SWVRJA and CM at the end of the Study

- Provide comments of the VMA Study Report to the SWVRJA within 14 days of receipt of the Report.

10. Guidance and Consultation: No member of the A/E's firm, its consultant firms or contractors, or any other employee of contractor or the Owner may function as a member of the VMA Team.

Questions concerning clarification or requirements for the VMA study and for this request for proposal should be directed to the following:

William W. King, P.E.
Thompson & Litton, Inc.
100 Fifth Street, Suite 400
Bristol, TN 37620
Phone 423-989-9491
Fax 423-989-9010
E-Mail: bking@t-l.com

11. Proposal Requirements: Proposals shall be signed by an authorized representative of the firm.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be completeness and clarity to content, not on appearance and extraneous enclosures. Letter proposals are acceptable.

Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required, nor requested.

Proposals (one original and 9 hard copies) are due on Thursday, February 21, 2013 at 4:00 p.m. **Proposals shall be submitted to:**

**Stephen O. Clear, Superintendent
Southwest Virginia Regional Jail Authority
15205 Joe Derting Drive
Abingdon, VA 24210**

Faxed or emailed proposals are not acceptable.

The following items must be provided to be considered a complete proposal:

- I. Identification and statement of qualifications of the Certified Value Specialist (CVS) who will be assigned to the study for actual "hands on" work.

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2. Identification and statement of qualifications of all proposed VMA team members and alternates, if any, to be used on the study along with a description of their role(s) on the project team.
3. Type and description of recent VMA studies performed by the firm/proposer in the area of Corrections (jails, prisons, etc.) including client name, point of contact and telephone number.
4. For those projects listed in Item 3, include the number of recommendations developed and average percentage of cost reductions recommended and average percentage implemented.
5. Provide a proposed schedule detailing how the Scope of VMA Study will be completed by April 1, 2013.

12. Evaluation and Award of Contract:

- A. Evaluation Criteria: Proposals shall be evaluated by the SWVRJA using the following criteria:
1. Expertise, experience, and past performance of the proposer in providing services as related to the Scope of Services.
 2. Qualifications and experience of Certified Value Specialist (CVS) and VMA Team Members who will be assigned to this project.
 3. Special experience and qualifications of the proposed team members as related to this type of project.
 4. Ability to meet the timeframes of the SWVRJA.
 5. Ability to assemble and distribute the report in a timely manner.

Note that the SWVRJA reserves the right to reject any and all proposals. The award will be made in the best interests of the project, to the lowest responsive responsible proposer, as determined by the above criteria.

Thank you for your consideration. We hope to receive a proposal from your firm.