LAW ENFORCEMENT DISTRICT OF THE PARISH OF ORLEANS,
STATE OF LOUISIANA, ON BEHALF OF THE
ORLEANS PARISH CRIMINAL SHERIFF’S OFFICE (OPCSO)
SOLICITATION OF LETTER OF INTEREST FOR THE DESIGN AND
CONSTRUCTION OF TEMPORARY INMATE HOUSING FOR THE
ORLEANS PARISH CRIMINAL SHERIFF’S OFFICE

JANUARY 12, 2010
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The Law Enforcement District of the Parish of Orleans, State of Louisiana, on behalf of the Orleans Parish Criminal Sheriff’s Office is soliciting Letters of Interest for the design and construction of temporary medium security inmate housing on a site bounded by South Jefferson Davis Parkway, Perdido Street, the former extension of South Lopez Street and the Pontchartrain Expressway. Letters of Interest shall be submitted to John Sens, 2614 Tulane Ave., New Orleans, LA 70119 by 10:00 a.m. CST on February 17, 2010, as per State of Louisiana “Design-Build Method of Procuring Design and Construction Service” (LAC 34: III. 161-199). The preliminary budget for this project is $9,216,250. Letters of Interest shall be submitted in a sealed opaque envelope and will be received until the time specified and at the location noted, or the Letters of Interest can be submitted through a uniform and secure electronic interactive system, complying with electronic bidding as stated in the Louisiana Revised Statue 38. Request for Qualifications related materials may be found online and electronic Letters of Interest may be submitted at WWW.CENTRALBIDDING.COM. It shall be the responsibility of the entity submitting the Letter of Interest to deliver to the appointed location prior to the time listed, or to submit electronic Letter of Interest prior to the time listed. Late delivery for any reason, including late delivery by U.S. Mail, express delivery, or electronic delivery shall cause the envelope, or electronic Letter of Interest to be discarded. Envelope or electronic, Letter of Interest shall be identified by the title on this Solicitation and the name and address of the lead entity submitting the Letter of Interest.

The project includes demolition on existing site and approximately 39,000 square feet of building including 4 dormitory buildings and cells with a total of 500 inmate occupants with beds and associated support facilities including video visitation building, staff support building, renovation of existing guard control building, paving, and security fencing and associated security systems. Project shall be completed in one hundred eighty (180) calendar days from award of contract.

A copy of Request for Qualifications package is available from John Sens, 504-827-6753, ext. 4210, 2614 Tulane Ave., New Orleans, LA 70119. All entities submitting Letters of Interest are asked to register with John Sens in order to receive any enhancements, clarifications and notifications to the Request for Qualifications. A pre-submittal conference will be held at 3225 Perdido St., New Orleans, LA 70119 at 10:00 a.m. CST, February 9, 2010. Attendance at the pre-submittal conference is optional.
LETTER OF INTEREST
RESPONSE FORM

Provide a written response to Items 1 through 13.

1. Identify “Design-Builder”, individual, sole-proprietorship, or corporate identity of the “Design-Builder” responsible for the performance of the work of this solicitation. “Design-Builder” shall be either a Louisiana licensed Architect, Engineer or Contractor. Provide contact information, and if a corporation of any type, the representative of the corporation authorized to execute the “Design-Build” contract, as well as Louisiana corporation information and Louisiana professional license number of “Design-Builder.” NOTE: The Design-Builder can sublet responsibility for professional design services, construction services, or engineering services.

2. List Louisiana licensed architect and Louisiana licensed engineers to complete the design portion of the work, the type of work they will be in charge of, and their Louisiana license numbers both individual and in the instance of a corporation their Louisiana corporation license number.

3. List Louisiana licensed general contractor which is to complete the work of this solicitation and their Louisiana license number.

4. Provide a written description why your team can best perform the work of this solicitation.

5. Professional training and experience of both the design, engineering, and construction entity components and of key personnel in general and as related to the project under consideration.

6. Past performance on public projects, including any problems with time delays, cost overruns, and design inadequacies for which the designer was held to be at fault.

7. Any project-specific criteria as may apply to project needs.

8. Past and current professional accomplishments, for which opinions of clients or former clients and information gathered by inspection of current or recent projects may be considered.

9. Whether problems as indicated in Subclause 6 above herein resulted in litigation between the public agency and the person performing professional services, particularly if the designer is currently involved in unsettled litigation with a public agency or has been involved in litigation with a public agency where the public agency prevailed.

1/12/2010
10. References- past and current client references.

11. Capacity for timely completion of the work, taking into consideration the person’s or firm’s current and projected workload and professional and support manpower.

12. The nature, quantity, and value of public entity work awarded to both the design and construction components the applicant entity, it being generally desirable to allocate such work among persons who are desirous and qualified to perform such work.

13. How do you propose to allocate the construction and design components amongst your team.
Letter of Interest
Score Card

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| **2-EXPERIENCE** |   |   |   |   |   |          |
| 2.1 | Why this team can best perform the work of this solicitation. | | | | | |
| 2.2 | Professional training and experience of both the design and construction entity components and of key personnel in general and as related to project under consideration. | | | | | |
| 2.3 | Past performance on public projects, including any problems with time delays, cost overruns, and design inadequacies for which the designer was held to be at fault. | | | | | |
| 2.4 | Any project-specific criteria as may apply to project needs. | | | | | |

| **3-REFERENCES** |   |   |   |   |   |          |
| 3.1 | Past and current professional accomplishments, for which opinions of clients or former clients and information gathered by inspection of current or recent projects may be considered. | | | | | |
| 3.2 | Whether problems as indicated in 2.3 above herein resulted in litigation between the public agency and the person performing professional services, particularly if the designer is currently involved in unsettled litigation with a public agency or has been involved in litigation with a public agency where the public agency prevailed. | | | | | |
| 3.3 | References past and current client references. | | | | | |

| **4-PLANNING** |   |   |   |   |   |          |
| 4.1 | Capacity for timely completion of the work, taking into consideration the person's or firm's current and projected workload and professional and support manpower. | | | | | |
| 4.2 | The nature, quantity, and value of agency work awarded to both the design and construction components of the applicant entity. It is desirable to allocate such work among persons who are desirous and qualified to perform such work. | | | | | |
| 4.3 | How do you propose to allocate the construction and design components amongst your team. | | | | | |

TOTAL SCORE 0
SCOPE OF SERVICES PACKAGE

PROJECT REQUIREMENTS:

All facilities shall meet all codes and zoning requirements of the State of Louisiana, City of New Orleans, and Orleans Parish, including but not limited to NFPA 101 Life Safety Code-2006, Americans with Disabilities Act – Accessibility Guidelines – ADA-AG-September 1994 Edition, Energy Code Compliance, The International Building Code - 2006 Edition, National Electrical Code-1999 Edition and the State Sanitary Code. The project shall consist of four (4) inmate housing dormitories. All dormitories house 128 inmates each, a guard control building for the entire facility, video visitation building, support area, covered walkway with raised (paved) walking surface, perimeter fencing system, with mechanically controlled and operated gates, fenced prisoners’ exercise yard, and all mechanical and electrical, including but not limited to electrical generator or generators to provide 100% power automatically in the event of a power outage and site work as required to provide drainage on all areas of the site so as to not hold water. The components of the project are as follows:

I. Site and Building Demolition:

   a. Demolition of existing maintenance building, laundry room, canopy on maintenance building, building foundation, all associated electrical and mechanical items associated with the building or on the site except existing perimeter lighting fixtures shall be retained and reconnected to a new electrical system with control timer, additional site items to be demolished include electrical generator pad, existing perimeter fencing, all curbs, non-reusable or non functioning site drainage items. It is noted that there are asbestos panels on the building the Design-Builder shall be responsible for the removal and disposal of all items in a manner acceptable to all state, local and federal environmental agencies, including DEQ, in order to protect Contractors, OPCSO staff and the general public.

II. Sitework:

   a. Provide positive drainage from all areas of the site, provide perimeter chain link fencing 16'-0” high, (refer to attached detail), with two rows razor ribbon at bottom (railed or buried) and one row at top of fencing. Perimeter fencing shall include visual screen fabric or other type of visual screening to reduce the view to within the perimeter fence. Mechanically operated and controlled gates (Vehicle and pedestrian) for access through security fence from the former extension of South Lopez Street controlled from the guard control building, gates shall fit and work within existing gate opening dimension and shall have voice communication equipment from the gate to the guard control building. The entire area within the perimeter fence shall be paved, the addition of a minimum of two (2) inches asphalt over the existing mix of asphalt and concrete is required, to provide a single level surface with positive drainage. Handicapped
accessible ramp and steps up to raised walking surface. Raised walking surface shall be 10’- 0” wide with 10’-0” wide walkway cover to tie all buildings together and provide level access to all buildings at the main entry from the walking surface. Handicapped ramp and steps down to fenced exercise yard areas, (4) total minimum 4,000 square feet for prisoners with 16’-0” high chain link fencing with one roll of three strand razor ribbon above and screened or netted top over yard area to prevent contraband from being thrown in over the perimeter fencing and mechanically controlled and operated gates, two with visibility and voice communication from each gate to control room in Building 4, and two with visibility and voice communication from each gate to control room in Building 3. Each exercise yard shall contain two ground mounted regulation basketball goals with entire area paved, with foul line markings on the paved area. There shall be four (4) exercise yard areas of 4,000 square feet, to accommodate up to 64 prisoners at one time. There shall also be covered drop off area to allow two full size vans to unload with a ramp up to walkway height, for delivery of food and laundry to the dorms, all under cover.

III. Guard Control Building:

a. Use of existing Guard Control Building is acceptable.

b. This building is self contained, 24 hr. control center for monitoring and coordinating security, safety and communications systems. Control Building shall include:

1. Control Room with monitors for all exterior and guard control building video cameras as well as dormitory and video visitation area cameras, digital backup DVR, with 30 day backup, gate controls and shall also control sally port gates. Provide seating area for 2 guards with counter of proper height and width for monitors and electronic controls. Exterior cameras shall cover all exterior areas of the facility and shall have monitors in Guard Control Building. Provide all conduit and wiring to tie into existing jail telephone and computer systems.

IV. Support Area:

This area shall house the following:

a. Staff restrooms - female with two toilets and two lavatories, male with two urinals, two toilets and two lavatories and access to chilled water fountain is required. Staff restrooms shall be accessible
from breakroom area, exterior covered walkway, medical area and cart area.

b. Staff breakroom – Separate Staff breakroom with seating for eight (8) people at tables, full size refrigerator with freezer and icemaker, counter with cabinets above with two compartment stainless steel sink with hot and cold running water, microwave shelf in upper cabinets, space and receptacle for coffee pot and a minimum additional 5’ counter space. Breakroom shall be accessible from exterior covered walkway, staff restrooms, medical area, and cart area. Lockable lockers shall be available for employees. There shall be a minimum of twelve (12) lockers, 1’h x 1’w x 1’d.

c. Lockable medical supply room with minimum six (6) foot long counter with storage below and lockable cabinets above with additional shelves, undercounter lockable refrigerator, and single stainless steel sink with hot and cold running water. Provide all conduit and wiring to tie into existing jail telephone and computer systems.

d. Medical exam room with hand wash sink with hot and cold running water, minimum four (4) foot long counter with storage below and cabinets above. Exam room table and two chairs. Provide all conduit and wiring to tie into existing jail telephone and computer systems.

e. Two hundred square foot cart storage room, with level covered access to covered walkway.

V. Visitor’s Video Visitation Building:

a. Visitor’s Video Visitation Room shall have Staff Station with access to video visitation equipment controls, communications with all control rooms in project area, visibility of video visitation area and waiting area. Video visitation room shall be monitored in all areas by video cameras. Public entrance to video visitation shall also be monitored by video cameras. Staff station shall be built in desk with seating for one (1) person. Visitors shall not have access within the perimeter fence, or access to staff station. Visitation room shall contain sixteen (16) video visitation monitors, two of these monitors shall be in private rooms for attorney access, a built in counter designed to sit at each one individually and waiting area with seating for sixteen (16) people. Video visitation room shall have public access from outside of enclosure fencing. Handicap accessible public restrooms shall be accessible by the public from the video visitation room and a staff restroom shall be available for the staff station.
VI. Inmate Housing Dormitories

a. Sleeping/Day Rooms – Two per each of four dormitory buildings.

Building 1, 3, and 4: One sleeping/day room to hold 64 inmates, 23 in double bunks and 18 in single bunks, minimum sleeping/day room area shall be 3,520 sq. ft. A second sleeping/day room to hold 60 inmates, 17 in double bunks and 16 in single bunks, plus 10 inmates in 5 cells with a minimum area of sleeping/day room of 3,270 sq. ft. Each building shall house 124 inmates. Total inmate occupancy of buildings 1, 3, and 4 shall be 372.

Building 2: Two sleeping/day rooms to hold 64 inmates, 23 in double bunks and 18 in single bunks in each sleeping/day room. For a total of 128 inmates in Building 2 minimum sleeping/day room area shall be 3,520 sq. ft. in each sleeping/day room.

Sleeping and day room spaces shall be clear span. The area of sleeping/day room is non inclusive of the toilets/shower area, the cell area, and the dormitory control area. Furnishing shall include double bunks and single bunks in dormitories with inmate storage box and mattresses, stainless steel tables with fixed seating for 64 inmates in each sleeping/day room, all furnishings shall be detention level furnishings bolted to floor. Provide two video visitation stations with equipment in each day room. Provide three telephone outlets per dormitory for inmate phone system including conduit and wiring as required by inmate phone system supplier. Provide screen 3’-0” in front of video visitation stations to block visitation station camera view behind prisoner from 12” A.F.F. to 4’-0” A.F.F. Provide cable TV outlet connected to local cable system and flat screen LCD, minimum 36” diagonal TV. Locate where visible from day room sitting area. Furnishings shall meet ASTM draft test method for steel bunks, seats and tables used in detention facilities, exposed fasteners shall be tamper resistant fasteners, and furnishings shall be constructed of ASTM 653 steel, ASTM 525 grade A60 galvanized 0.106 in minimum thickness. **The height of the ceiling and any suspended ceiling items including but not limited to lights and sprinkler system shall be a minimum of fifteen (15) ft. above finish floor. In sleeping/dayrooms, interior finish on walls in inmate access areas shall be equal in strength to 16 gauge metal. Interior finish on ceiling in inmate access areas shall be equal in strength to 26 gauge metal. All interior finishes shall be installed with tamperproof screws.**

b. Dormitory/Control Room – Control Room shall have 100% visibility of both sleeping/day rooms, view into cells, toilets/shower area and visibility to exterior covered walkway and yard area. Access to a restroom (with toilet and lavatory), from within control room, seating area with counter of proper height and width for monitors and electronic controls. Provide video cameras to cover entire interior of each dorm and exterior entry to...
each dorm with connection to monitors in each dorm control room. Provide controls to open all doors to dorm and to cells from within control room. All lighting, air conditioning and heating controls shall be controlled from within control room. Provide slide drawer for dispensing medicine to prisoners. Provide all conduit and wiring to tie into existing jail telephone and computer system.

c. **Toilets/Shower Area** – Each individual sleeping/day room shall have access to toilet/shower area. Toilets/shower area shall be 100% visible from control room from 42” above finish floor to 7’-0” above finish floor, each area shall include one handicapped accessible shower, toilet and lavatory. There shall be a minimum of 6 toilets, 6 lavatories, and 8 showers, in dormitories without cells and a minimum of 5 toilets, 5 lavatories, and 8 showers, on dormitories with cells (i.e. 1 lavatory and toilet per 12 inmates and 1 shower per 8 inmates). All plumbing fixtures shall be detention level fixtures and shall meet testing requirements. Lavatories shall be equipped with deck spout and self closing metering hot and cold water valve. Toilets shall be equipped with mechanical flush valve, integral seat, extended combined waste with no-hub connector, and recessed holder, showers shall have shower head with hot and cold water manual mixing valve, detention level fixture with detention level floor drain.

d. **Cell Area** – Five cells shall be provided with access to each day area, in three dorms. Interior of cells shall be visible from control room. Each cell shall accommodate 2 prisoners in bunk bed with mattresses and two inmate storage boxes, toilet and lavatory to meet requirements of “C” above and writing area with fixed seat, cell shall have an unencumbered area of 70 sq. ft. Cell door shall be sliding bars or metal door with upper glass vision panel minimum 24” x 24” operated from control room, cell door/bars shall have food tray pass through opening.

e. **Janitorial** – Adequate space shall be provided for janitorial closets in each sleeping/day room accessible to the living and activity areas. The closets shall be equipped with a mop sink with hot and cold running water and cleaning implements.

**General:**

**Exterior cladding finish of buildings:** Shall have minimum strength equal to 20 gauge metal. All exterior finishes shall be installed with tamperproof screens.

**All detention related materials, equipment and furnishing:** Shall be new and produced especially for detention use and shall conform to accepted standards of the detention equipment industry.

**Electronic controls:** Shall consist of the furnishing and installation of LCD touchscreen locking control and date transmission, datacom and paging system,
closed circuit television, lighting and HVAC controls, and UPS back up on all security electronics. Closed circuit television system shall monitor all video cameras required and shall have digital backup DVR with 30 day backup storage memory. All materials shall be new and shall conform to the appropriate applicable detention standards.

Detention windows: Shall be ANSI Type 304 stainless steel and shall meet ASTM E283, E330, E331, ASTM A627-88, and ASTM A629-88 testing of security steel, window glazing shall meet ANSI Z97. LA-1977 minimum 13/16” glass clad polycarbonate.

Video visitation system: Dual duplex, audio and video, cross-matrix switching system, with high resolution color cameras, monitors, lenses, mounts, border supplies, audio handsets, system operator interface cable and connectors. System administrator will coordinate the visitation between the visitor and the inmate, placing the visitor at one of 16 visitation booths, located in visitation room and having inmate placed in one of 16 visitation booths (2 in each of the 8 dayrooms) in the inmates’ day room area. System administrator shall make audio and video connection between the visitor and inmate utilizing a touch screen system.

Detention access doors and hardware: Electro/mechanical detention locks: where doors or gates are required to be controlled they shall be provided with electro/mechanical detention locks, mechanism of lock shall provide for the following: remote electric unlocking by electronic controls in control room required, manual unlocking by key in door, automatic deadlocking of door upon closing, doors shall be provided with heavy duty institutional concealed door closer with built in position switch indicator included and connected as required.

Detention type hollow metal doors: Minimum 12 gauge smooth seamless steel faces and side edges, galvanized steel at exterior doors, with vertical steel channel or hat sections full height of door within steel faces at not more than 3” o.c. welded to face sheets at minimum 4” o.c. and minimum 10 gauge perimeter channel reinforcement welded to vertical channels and steel faces at minimum 4” o.c. Doors shall meet ANSI/NAAMM HMMA 863-guide specifications for detention security hollow mental doors and frames.

Detention type hollow metal frames: Minimum 12 gauge smooth steel with fully altered and welded corners continuously welded and ground smooth, galvanized steel at exterior locations. Frames shall meet ANSI/NAAMM HMMA 863-guide specifications for detention security hollow metal doors and frames.

Interior Lighting: Shall be provided for all interior areas. Interior areas shall have a minimum of 40 foot candles at desk/table tops and prisoner grooming areas, with 20 foot candles minimum in all other interior prisoner areas. All interior prisoner area lighting shall be controlled from that building’s control room with the ability to cut sleeping area lights off and ½ of all other lights off separately. Staff areas shall have minimum of 40 foot candles with the ability to
increase lighting levels at workstations, built in desks, etc. to 50 foot candles. Interior lighting fixtures in prisoner areas shall be detention rated fixtures.

**Exterior Lighting:** Shall be provided for all exterior areas within the security fence and shall be a minimum of 10 foot candles at all gates and entry doors to any of the facilities, and within 50’ of such gate or entry, and a minimum of 2 foot candles on the remainder of the site. Light source shall not be able to be seen from surrounding streets or highways. All exterior lights on walkway shall be detention rated fixtures.

**Interior Noise Level Control:** Noise levels in inmate housing units shall not exceed 70 dBA (A scale) in daytime and 45 dBA (A scale) at night.

**Interior Air Quality:** Shall meet ASHRAE requirements, with a minimum of at least 15 cubic feet of outside or recirculated filtered air per minute per occupant of each space. Air shall be heated and cooled to provide temperate air to maintain all interior areas a minimum of 68°F in winter and 74°F in summer. Provide secure exposed ductwork with security grills. Detention level grills on supply and return air outlets in dormitory, cell, and toilet/shower areas.

**Furnishing and Fixture Testing Requirements:** ASTM draft test standard for physical assault on fixed barriers for detention and correctional facilities, including top impact test, static force test, cantilever load test, uplift load test, and wall mounted lavatory-1000 lb. per ft.

**Finished Floor and Walkway Elevation:** All buildings, covered walkways, and utilities shall be above FEMA base flood elevation. The finish floor of the buildings and the walkway connecting the buildings shall be a minimum of three feet (3’-0”) above the highest street curb adjacent to the property or 21.3’ which ranges from 3.6’ above existing property to 1.96’above existing property. Provide a handicapped accessible ramp from the gate at the extension of South Lopez Street to the walkway elevation and from walkway elevation to prisoner exercise yard. Provide landing and steps at dormitory exits as required and ramp and steps for public access to visitors’ video visitation room.

Funds available for construction: $9,216,250.00

**As part of second stage technical proposal submittal:**

Design-Builder shall submit technical proposal (in drawings to scale and in writing to describe the various items), to address the following:

Design strategy, design concepts, how your proposal satisfies the requirements of the Scope of Services in relation to the following areas:

- Guard Control Building
- Support Area
- Visitors Video Visitation Building
Inmate Housing/Dormitories

General Items

On a separate submittal, the Design-Builder shall submit a phased schedule for completion of the project and a lump sum purchase cost as well as a 4 year lease cost with one year option to extend lease, to complete all of the work of the Scope of Services, and Design-Builder’s Technical Proposal. (NOTE: Lease cost shall include the cost to demolish leased building, raised walkway, covered area, and ramps and steps to facilities and restore level asphalt surface over entire site).

NOTE: Any schedule exceeding One Hundred Eighty (180) calendar days shall automatically be disqualified. Stipulated penalties equal to Five Thousand Dollars ($5,000.00) per calendar day shall be assessed for every calendar day beyond One Hundred Eighty Days from the date of the signing of the Design-Build Contract that the project is not substantially complete according to the American Institute of Architects’ Definition of Substantial Completion.
# Technical Review

## Score Card

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## 1 - Design

### 1.1 Design Strategy

### 1.2 Design Concepts

## 2 - Rate Design-Builders response to the various sections of the Scope of Services package for design concepts, space standards, capacities, design related issues, materials:

### 2.3 Guard Control Building

### 2.4 Support Area

### 2.5 Visitors Video Visitation Building

### 2.6 Inmate Housing/Dormitories

### 2.7 General Items

**TOTAL SCORE**: 0
EXPLANATION OF
TWO STAGE SELECTION PROCESS

PRELIMINARY EVALUATION COMMITTEE:

Shall consist of a minimum of three members, but no more than five, designated by the Sheriff of Orleans Parish with expertise in the construction industry including one Architect, one Contractor, with at least one of the members being from the private sector and one from the public sector. The committee may select additional engineering technical and design-build experts to serve as committee members to score each technical element of the project. The committee shall review the Design-Builder’s response to the Letter of Interest, response form questions and rate each Design-Builder and select a minimum of three of the highest rated entities to submit a technical proposal.

Refer to attached Letter of Interest Response Form and Score Card.

Short listed entities shall be notified and invited to submit a detailed technical proposal for the Design Build project. A “Scope of Services Package” shall be provided to all entities to submit a technical proposal, as per Louisiana State Statute.

TECHNICAL PROPOSAL COMMITTEE:

Shall consist of a minimum of three members, but no more than five, designated by the Sheriff of Orleans Parish with expertise in the construction industry including one Architect, one Contractor, with at least one of the members being from the private sector and one from the public sector. The committee may select additional engineering technical and design-build experts to serve as committee members to score each technical element of the project. The committee shall review the Design-Builder’s response to the Scope of Services requirements and rate each Design-Builder. Technical Proposal Review Committee shall not have access to the bid price prior to or during the scoring process. Prior to determining the adjusted score, Design-Builders shall be notified of their final total technical score in writing.

Refer to attached Technical Review, Score Card and Pages 11 and 12, for technical proposal response information.

The winning proposal shall be the proposal with the lowest adjusted score. The adjusted score shall be determined by the following formula:

Adjusted Score = Price bid divided by technical score.