

**CITY OF KIRKLAND  
REQUEST FOR PROPOSALS**

**Jail Operations Financial Consultant**

**Services Required:**

The City of Kirkland is seeking an experienced consultant or firm to complete a cost/benefit analysis of the City's misdemeanor jail operation to assist the City Council in assessing current operational needs and in planning for future jail capacity.

**Background:**

The City of Kirkland currently operates a 12-bed jail facility that is equipped to hold misdemeanor detainees for up to 30 days. The jail is currently operated at capacity with special populations and long-term holds transferred to contracted facilities operated by other jurisdictions (includes King County, Yakima County and Enumclaw). Several issues and initiatives currently under study have brought to light staffing deficiencies in the current jail operation, including:

- King County has advised the contracting cities that misdemeanor jail facilities will no longer be available and has entered into an interlocal agreement with contracting cities to phase out of the King County jail facilities by 2010. The City has also signed an interlocal agreement with Yakima County (along with other cities in King County) to contract for a minimum number of bed days through 2010. Issues have arisen with the Yakima County contract and long term planning is needed to address the potential need to obtain additional capacity elsewhere.
- The City of Kirkland is considering proceeding with annexation of an area designated as its potential annexation area ("PAA") that will potentially add another 33,000 residents to the existing 45,700 and increase the size of Kirkland from 11 to 18 square miles. In order to provide adequate space for new employees that would be hired as a result of annexation and to meet the current space shortage, the City is also considering purchasing or constructing a public safety building that would incorporate a misdemeanor jail.
- The City is also considering participation in a regional communications center (NORCOM). Some jail monitoring functions are performed by communications center personnel. The City will need to assess the operational implications of the regional model if Kirkland's consolidates its communications functions in a different facility,
- The City is considering the purchase or construction of a Public Safety Building as a means of addressing overcrowding in the existing City Hall facility and to accommodate possible new staff that would be hired with annexation. More information is needed about the cost/benefit of operating additional jail space versus contracting out.

In order to plan for its long-term jail needs, the City is studying the costs and benefits related to a variety of options for constructing or contracting for additional jail capacity. This study would be based on four possible options. The first option reflects cost/benefit of providing for the current needs of Kirkland. The second option will accommodate Kirkland's existing needs plus the needs of the annexation area. The third option would meet Kirkland's current and annexation needs and provide adequate beds for future capacity with excess capacity available for other agencies to contract with Kirkland for jail beds. The fourth option would assume that Kirkland no longer operates a jail, but contracts for all current and future jail beds from other agencies.

### **Consultant Scope:**

1. Analyze current jail operating costs and revenues and develop recommendations regarding appropriate staffing levels and configurations for jail and transport services for the existing jail facility. Results are to be expressed in terms of cost per bed day. The analysis should take into consideration current and potential interdependencies between jail operations and non-corrections staff such as records and communications center staff.
2. Develop three additional scenarios that analyze:
  - a. The relative cost/benefit of constructing additional jail space to accommodate projected needs in the annexation versus contracting for additional beds from other agencies.
  - b. The cost/benefit of constructing sufficient jail space to meet current and annexation needs as well as providing the ability to sell beds to other agencies. This option should discuss any economies of scale that can be achieved by operating a larger jail facility and the point at which the cost per bed day is the same or less than available contracted facilities.
  - c. The cost/benefit and feasibility of converting the existing jail to a holding facility and contracting with other agencies for all misdemeanor jail services.

### **Submission Requirements:**

Consultants must submit four (4) copies of their proposals by **4 p.m. on Friday, August 4, 2006**. All submittals must include the following:

1. Experience of firm or individuals with similar projects
2. Names and resumes of consultants and sub-consultants who will work on the project
3. General approach to the project
4. Hourly rates and other billable costs
5. A list of at least three (3) references that can speak to the experience and capability of the firm or consultant's ability to successfully complete this project

**Project Timeline:**

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|--|---------------------------------|
| 1. RFP advertised                              | Week of July 17 <sup>th</sup>   |
| 2. Proposals due                               | August 4 <sup>th</sup>          |
| 3. Consultant interviews                       | Week of August 14 <sup>th</sup> |
| 4. Consultant selection and contract execution | Week of August 21 <sup>st</sup> |
| 5. Project completion                          | To Be Determined                |

**Submission of Proposals:**

**Questions about the scope of work and selection process should be directed to:**

Marilynne Beard, Assistant City Manager  
City of Kirkland  
123 Fifth Avenue  
Kirkland, Washington 98033  
Phone: (425) 587-3008  
Fax: (425) 587-3019  
mbeard@ci.kirkland.wa.us

**Proposals should be submitted to the City of Kirkland Purchasing Agent** at 123 5<sup>th</sup> Avenue, Kirkland Washington 98033.