



Request for Proposal

David Engen
Northwood, ND

Cynthia Pic
Niagara, ND

Bob Rost
Grand Forks, ND

Kimberly Hagen
Grand Forks, ND

Mark Rustad
Grand Forks, ND

Notice is hereby given that Grand Forks County (County) is seeking lease proposals from qualified firms to provide a building for the Grand Forks County Sheriff's Office with options to either renew, terminate, or purchase at the end of the lease term within Grand Forks City limits. The County is not considering, nor is the County interested in a lease-to-purchase agreement. The County is seeking qualified firms to provide existing commercial real estate or development of a new facility, with lease options which may adequately serve the Sheriff's Office needs. The County is seeking qualified firms to provide planning, resourcing, and a timeline for the facility. Per North Dakota Century Code 11-10-20, the location must be within city limits of Grand Forks. The location may be existing or a new build capable of meeting the minimum requests of the County regarding square footage, security, law enforcement specific adaptations, and other details outlined in this RFP.

Project Overview

The Grand Forks County Sheriff's Office currently utilizes approximately 8,800 square feet of office space located on the second floor in the Grand Forks Police Department building. Of that space, there is 40 unique areas excluding hallways that make up the usage of approximately 6,276 square feet. Due to future expansion of the GFPD, the Sheriff's Office is seeking to relocate from the Grand Forks Police Department building and the County is assessing plausible options for a new location. A space needs assessment has determined that the Sheriff's Office needs no less than approximately 11,000 – 13,000 square feet.

The Sheriff's Office currently employs 35 sworn personnel and seven support staff. Six of the current sworn personnel are located at outpost positions and have minor duties within the main office. With consideration for future growth in the next 50 years, the space should account for an additional five sworn personnel (to include one supervisor) and one additional support staff (minimum).

With the exception of two offices (Sheriff and Captain), all current offices are furnished with custom fitted cubicle-style workspaces that would be difficult to transfer to a new space. The Sheriff's Office intends to re-use existing furniture and equipment that is in good condition and properly fits in new spaces. Existing cubicle-style workspaces and desks are currently not being considered for transfer to a new facility.

A preferred facility would have a public parking area separate from a secure office parking area. A parking area with a secure/fenced access entrance for personnel is desired. Ideal secured parking area would provide a powered gate entrance capable of entry via RFI reader or keypad. Property should be capable of parking no less than 50 vehicles total (public and secure area). Exterior of facility is desired to be well lit and have 360-degree security camera coverage, and a flagpole (optional 2nd flagpole). All exterior access doors would be preferred to contain card access capabilities along with hard key access option. Interior doors into secure areas would also prefer card access and hard key access. Primary flooring throughout the office areas is preferred to be carpet material with lobby, common areas, evidence

Request for Proposal

David Engen
Northwood, ND

Cynthia Pic
Niagara, ND

Bob Rost
Grand Forks, ND

Kimberly Hagen
Grand Forks, ND

Mark Rustad
Grand Forks, ND

room, armory, breakroom, and restrooms to be of acceptable material. The facility should also include sufficient power backup to operate during an emergency and to continue to provide necessary services during a critical incident. Other general considerations that would be desirable in an ideal location include a PA system accessible to receive and transmit from all work areas, including transmission to the exterior.

Interior Office Spatial Overview:

The following is a list of rooms and spaces required in the facility. Included will be a description of each space in general detail (if needed), identifying functionality, equipment, security, and access requirements in addition to square footage references. Direct square footage references to certain spaces (indicated in parentheses) are all being referenced from a prior master plan provided by ICON Architects (Grand Forks County Office Building Master Plan, 4/27/2020) and are being utilized as a baseline for spatial requests. All rooms, work desks, or locations in the facility will require power, internet, and land line phone capabilities. Individual office spaces should meet office industry standard capable of housing a desk, standard storage, and one additional seating location for visitors (generally 100 square feet – 240 square feet in LE facilities).

Individual offices would be required for 17 staff to include:

- Sheriff (initial reference of 300 sq ft including small meeting space within office. Small meeting space could be removed). Sheriff's current space: 195 sq. Ft. Regularly holds small group meetings in office.
- Chief Deputy (250 sq ft). Current space: 124 sq. Ft. Regularly holds meetings in office.
- Captain (250 sq ft). Currently 110 sq. Ft. Captain oversees investigations and needs more space. Regularly has staff or other Law Enforcement in office working through investigations.
- Investigators (4 @ 150 sq ft). Current spaces are as follows: 165 sq. Ft, 132 sq. Ft, 150 sq. Ft, 140.5 sq. Ft. Need space for files, evidence, a locker or storage space for a uniform.
- Sergeants (6 @ 200 sq ft). Current spaces are as follows: 71 sq. Ft, 114 sq. Ft, 85 sq. Ft, 144 sq. Ft. Sergeants meet with subordinates and others regularly.
- Administrative Assistant (200 sq ft). Current space: 133 sq. Ft. Administrative Assistant holds multiple sensitive paper files, handles billing and currency, and meets with persons regularly in her office.
- Vision Zero Coordinator (150 sq ft (not based off study)). Current space: 93.5 sq. Ft. Vision Zero is currently storing supplies in personal office and multiple other locations. More storage space is needed.
- IT Deputy (350 sq ft). Current space: 157 sq. Ft. Storage and multiple work surfaces are needed for programming, video evidence review, and repairs.
- Civil deputy (150 sq ft). Current space: 82 sq. Ft. Needs space to store files.

All hard office spaces should be capable of access via key fob or hard key access.

Request for Proposal

David Engen
Northwood, ND

Cynthia Pic
Niagara, ND

Bob Rost
Grand Forks, ND

Kimberly Hagen
Grand Forks, ND

Mark Rustad
Grand Forks, ND

- A conference room capable of holding 12-15 persons with functional electronic capabilities (Television, video, audio) to conduct administrative briefings, hiring and promotional interviews, and collaborative multi-agency investigative and planning meetings with direct connection to the Sheriff's office would be desired. Included in the conference room would be a conference table for 12-15 (sq ft not specified). Locating this space in connection to or close proximity to administration could reduce office size for them. Current space: 317 sq. Ft.
- The facility would function best with two unique reception windows specific to the services the public is requesting. Reception windows should be constructed of bullet resistant glass and include pass-thru capabilities. These areas could share the same general lobby area (600 sq ft, provided for 20-30 persons in study) but would have separate windows far enough apart to not disrupt either area. Current lobbies: Main lobby- 176 sq. Ft, investigations lobby- 80 sq. Ft. The interior lobby area will need an additional public access area for public fingerprinting near the first reception area. Current fingerprint area- 154 sq. Ft. Also in this area should be a transaction counter or independent standing workspace for personal interaction where the public could receive documents and complete paperwork besides the transaction window. The lobby should be capable of accommodating 10-15 persons with seating. Also desired in the lobby is wall mounted display cabinets and display cases to share historical items and documents in possession of the Sheriff's Office. The second reception window will need a secure wall-mounted computer monitor, keyboard and camera capabilities for sex offender registration.
- Immediately behind the lobby/reception area would be an ideal location for a bullpen-style work area capable of housing 5 support staff with the ability of expanding for one additional (750 sq ft estimate, not provided in study). Current space- 637 sq. Ft. Two of the support staff included in that number would be positioned near the transaction windows. Included in this area would be storage supply closets (2) capable of housing multiple reams of paper, envelopes, file folders, standard office supplies, and main office copier. This area would have the administrative assistant's office attached to the area.
- Additional space needs would include a deputy bullpen area capable of housing 11 hotel desk spaces, with expansion for up to two additional desks. This area will have a computer at each station, a shared printer, docking and charging area for all electronics (cameras, radio, etc.) along with a supply closet (750 sq feet). Current deputy areas consist of 11 desks in 505 sq. Ft.
- An area capable of holding up to 50 personnel for briefings, agency-wide meetings, and press conferences that would contain a podium, large television or display screen, computer and desk, cameras capable of broadcasting virtual meetings, audio wiring, seats and tables, and room for press (1200 sq ft). Current space: 700 sq ft and includes 3 storage closets. Current space is too small to hold department meetings.
- The building will also need two 'hard' interview rooms (125 sq. ft/each) and a soft interview room (slightly larger). Both room styles will have CCTV capabilities, along with seating room for one subject and two investigators. The soft interview room will need room for up to 5 total

Request for Proposal

David Engen
Northwood, ND

Cynthia Pic
Niagara, ND

Bob Rost
Grand Forks, ND

Kimberly Hagen
Grand Forks, ND

Mark Rustad
Grand Forks, ND

persons, with casual seating for subjects (sofa, comfortable chair). Access to at least one hard interview room and the soft interview room from the front lobby is preferred. Alternative location for interview rooms is preferred by the attached garage bay.

- The building will need an evidence storage area and evidence processing area (1,000 sq ft). Current evidence storage space: 510 sq ft. The storage area will need capabilities for a secure gun storage area (200 guns), long-term storage, and standard storage. This area will need an independent air exchange system or dedicated room for safe storage of hazardous controlled substances. An independent custom secure locker panel with individual storage is preferred for controlled substances. This area will also need security cameras and a standard style refrigerator, stand by deep freezer, several shelving units capable of storing bins of evidence that may be in excess of 100 pounds. The evidence processing area will share a wall with the evidence storage area. The shared wall should consist of multiple evidence lockers capable of being accessed from either side. The evidence processing area will require a computer, security cameras, processing desk, and supply storage for labeling, sealing, and securing evidence. Locating this area near a one-stall oversized garage bay would be ideal. Current space of processing area: 113 sq. ft
- Attached garage bay preferred to be temp controlled with a floor drain, utility sink, countertop workspace, and overhead storage for garage supplies (space not specified).
- The location will also need an armory that is humidity-controlled with a steel framed solid door (400 sq ft). Current space: 121 sq ft. The armory will need secure storage capabilities inside for long guns (20) and handguns (15). Heavy duty shelving for storage of ammunition, range supplies, and additional parts is desired. It will also need a bench area for cleaning and maintaining weapons. Having the cleaning area in front of the armory area is desired.
- The building will need a uniform and equipment room with clothing hanging rods, shelving, and cabinets (400 sq ft). Current space: 207 sq ft.
- An interview observation room (CCTV access) and hard case file area is desired. Current space: 139.5 sq ft.
- A workplace breakroom capable of holding 4 staff at a time with a standard size refrigerator, small freezer, counter space, sink, small table, and wiring for small appliances (industry standard size). Current space: 110 sq ft. Current space provides no practical seating space.
- Private men's and women's restrooms for staff only, with a locker room/changing area and shower included inside. Current private bathroom: 42 sq ft. Only other bathroom is in common space and shared with GFPD and the public. Changing areas capable of holding lockers.
- Janitorial and building maintenance rooms will be necessary and are currently in common areas shared with GFPD.
- Finally, a lactation/quiet room should be given serious consideration in this facility, or an additional room that could double as a lactation/quiet room.



Request for Proposal

David Engen
Northwood, ND

Cynthia Pic
Niagara, ND

Bob Rost
Grand Forks, ND

Kimberly Hagen
Grand Forks, ND

Mark Rustad
Grand Forks, ND

Conditions of lease submitted should include total lease amount or cost per sq foot. Lease terms shall also include length of lease and provide Grand Forks County first right of refusal on termination of lease. Leases with the option to buy after initial term would be encouraged to include price range of buy option after lease term is completed. Grand Forks County is seeking an **initial lease term of no less than 10 years**. Property details such as lawn care, snow removal, building maintenance and janitorial shall be identified as to being inclusive or at the expense of the lessee. Building shall be constructed of material designed to last no less than 50 years.

Interested parties must submit a proposal by **12:00p.m. on Tuesday, September 24, 2024**. The County will only consider proposals received prior to 12:00 p.m. on September 24, 2024. Late proposals **WILL NOT BE CONSIDERED**. Proposals failing to follow instructions **WILL NOT BE CONSIDERED**. Sealed bids can be directed to:

Thomas Ford, County Administrator
Grand Forks County
PO Box 5726
Grand Forks, ND 58206-5726

All sealed bids will be read allowed at the office of the County Administrator, 6th floor County Office Building, Suite N610, 151 South 4th Street, Grand Forks, ND on **Thursday, September 26, 2024, at 2:00p.m.**

Grand Forks County requests the following materials

1. Procedure:
 - a. Submit 7 copies in sealed bids to County Administrator, Thomas Ford, at Grand Forks County, P.O. Box 5726, Grand Forks, ND 58206-5726. Faxed or emailed submission will not be accepted.
2. Content of submittal:
 - a. Firm name, address, phone number, and persons to contact regarding the statement of qualifications.
 - b. List of references including the name, address, and phone numbers of the person closely associated with the firm's prior project performance.
 - c. The company's experience on any similar projects
 - i. Provide up to 10, similar projects. Include date of completion, estimate/actual construction cost, project owner, and project reference
 - d. The company's existing workload and available capacity
 - i. Include brief resumes of personnel to be assigned to this project
 - e. The company's safety record
 - f. Location



Request for Proposal

David Engen
Northwood, ND

Cynthia Pic
Niagara, ND

Bob Rost
Grand Forks, ND

Kimberly Hagen
Grand Forks, ND

Mark Rustad
Grand Forks, ND

- g. Any additional information stated in the RFP that is requested by the county
 - h. The company's compliance with state and federal law
 - i. The company's proposed fees and expenses for the project scope as described in the RFP
 - j. Availability to commence services immediately after successfully negotiating a contract for services and said services within the period specified after award of contract
 - k. Any reasonable additional information that proposing company deems necessary
3. All submitting firms shall provide a copy of the firm's certificate of liability insurance, and proof that the firm is in good standing with the State of North Dakota.

Proposals should be no more than 25 pages, not including cover letter, table of contents, table divider pages, financial statements, sample deliverables, or required forms. All other pages will count toward the page limit. Proposals that exceed the 25-page length requirement will not be considered.

Firms selected for an interview shall be notified by the County and informed of a place and time for the interview. The selection committee shall include the following: GF County Sheriff Andrew Schneider, GF County Commissioner Bob Rost, GF County Commissioner Kimberly Hagen, GF County Auditor Debbie Nelson, GF County Facilities Manager Bill Gerszewski, GF County Administrator Tom Ford.

All questions must be received by **4:00pm on Monday, September 16, 2024**. The County will respond to all relevant questions by posting to the County's website. Questions about this RFP may be directed to:

Thomas Ford
Grand Forks County
P.O. Box 5726
151 S. 4th Street
Grand Forks, ND 58206-5726
Thomas.ford@gfcounty.org



Request for Proposal

David Engen
Northwood, ND

Cynthia Pic
Niagara, ND

Bob Rost
Grand Forks, ND

Kimberly Hagen
Grand Forks, ND

Mark Rustad
Grand Forks, ND

Proposal worksheet Form

Proposed location of facility (include all potential locations):

Is this location a new build or existing construction? _____

If this is existing construction, what year was the building constructed? _____

What is the approximate date of availability? _____

How many square feet are available in your building? _____

Are there garages available? Attached? How many stalls? _____

Are you able to provide the following law enforcement specific requests?
parking: _____ Security Cameras: _____ PA System: _____ Secure
access: _____ Evidence locker wall: _____ Evidence air exchange: _____ Armory: _____ Key card
Attached Garage Bay: _____ Bullet resistant glass in lobby: _____

PROJECT ALTERNATES

The County is requesting firms to provide cost estimates on alternate project items for the facility. The following alternates are being requested by the County to evaluate the submitting Firm's ability to provide a turn-key facility. Firms capable of providing a requested alternate should indicate by indicating the additional cost for the alternate in a one-time cost amount or annual lease increase projected over a 10-year term.

- Security cameras for exterior and interior of building. Capable of 30-day retention of activations in public area and exterior of facility. On-site or cloud storage.
 - Alternate cost: _____
- Fenced parking area with secured gate. Gate powered with access via RFI reader or electronic keypad.
 - Alternate cost: _____
- Keyless access to exterior doors and interior doors excluding bathrooms, break room, and any other common areas.
 - Alternate cost: _____
- Complete premium grade FFE of office and spaces to include desks, chairs, filing cabinets, storage cabinets, conference and media room tables and chairs, lobby chairs, interview room tables and chairs, etc.
 - Alternate cost: _____



Request for Proposal

David Engen
Northwood, ND

Cynthia Pic
Niagara, ND

Bob Rost
Grand Forks, ND

Kimberly Hagen
Grand Forks, ND

Mark Rustad
Grand Forks, ND

- Grounds and parking lot maintenance to include lawn care and snow removal.
 - Alternate cost: _____
- Evidence lockers. Double-sided evidence locker wall unit.
 - Alternate cost: _____

FIRM INFORMATION

Firm is a:

() Corporation

() Partnership

() Sole Proprietorship

() Other _____ (Explain)

Federal Employer Identification Number: _____

Firm Name: _____

Mailing Address: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____ Web Address: _____

Contact Person(s): _____

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

Submitted by: _____

Name & Title Printed: _____



Request for Proposal

David Engen
Northwood, ND

Cynthia Pic
Niagara, ND

Bob Rost
Grand Forks, ND

Kimberly Hagen
Grand Forks, ND

Mark Rustad
Grand Forks, ND

BID PROPOSAL

Total sq. ft. of proposed location: _____

Rate of lease per sq. ft: _____

CAM per sq. ft. (if applicable): _____

Total annual base cost to the County: _____
(lease rate + CAM) x sq. ft.

Any additional costs (please itemize):
