



## M E M O

### County Administrator

Robert W. Wilson  
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TO: County Commission  
FROM: Robert W. Wilson  
DATE: October 29, 2021  
SUBJECT: RFP for Population Forecast and Design Options for Expanded Inmate Capacity at the Cass County Jail

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Sheriff Jesse Jahner has discussed with members of the Commission – and the citizens of Cass County - the need for additional inmate capacity in the Cass County Jail. A potential jail expansion comes with significant costs and considerations for Cass County Government and the community at large.

In an effort to further identify the future needs of the county jail facility, and identify strategies to best to accommodate those needs in the most efficient fashion the Commission is asked to consider authorizing publication of a Request for Proposals (RFP) for a *Population Forecast and Design Options for Expanded Inmate Capacity at the Cass County Jail*.

If authorized, proposals will be accepted through Friday, November 22<sup>nd</sup>.

**SUGGESTED MOTION: Authorize publication of an RFP for a population forecast and design options for expanded inmate capacity at the Cass County Jail.**

PO Box 2806  
211 Ninth Street South  
Fargo, North Dakota 58108

[www.casscountynd.gov](http://www.casscountynd.gov)

**CASS COUNTY ADMINISTRATION**

**BID PACKAGE**

**POPULATION FORECAST AND DESIGN OPTIONS FOR EXPANDED INMATE CAPACITY AT THE  
CASS COUNTY JAIL**

**This bid package contains the following**

**-Instructions to Bidders**

**-Specifications and Bid Form**

**Approved by:**

**Robert W. Wilson  
County Administrator  
Dated: October 29, 2021**

## INVITATION TO BID

Sealed bids will be received at the Cass County Finance Office, at 211 9<sup>th</sup> Street South in Fargo, North Dakota, until 10:00 a.m., Friday, November 22, 2021 for completing the following project: Population Forecast and Design Options for Expanded Inmate Capacity at the Cass County Jail. Bids to be opened immediately thereafter.

Information may be obtained from the Cass County Jail Administrator, at 450 34<sup>th</sup> Street South in Fargo, North Dakota, telephone: (701) 271-2958.

**Bids must be submitted in an envelope clearly identified on the exterior of the envelope as "Population Forecast and Design Options for Expanded Inmate Capacity at the Cass County Jail."**

Cass County reserves the right to waive any and all formalities and to accept or reject any or all bids.

**CASS COUNTY ADMINISTRATION DEPARTMENT  
SPECIFICATIONS  
FOR  
POPULATION FORECAST AND DESIGN OPTIONS FOR EXPANDED INMATE CAPACITY AT THE  
CASS COUNTY JAIL**

**Bidder's Instructions: Provide proposal for developing an inmate population forecast at the Cass County Jail over the next 10-15 years and concept level design options and budget estimate required to provide the needed capacity.**

The intent of this specification is to describe the current needs at the Cass County Jail. Staff and administrators at the 348-bed facility located in Fargo, North Dakota are challenged to meet the inmate housing needs in a fast-growing community that has not added inmate beds since 2007. Increasingly the current jail capacity is not adequate to meet the intake needs of local law enforcement agencies and the warrant needs of the Cass County Sheriff's Office and the detention needs of the local court system.

The successful bidder will prepare an inmate population forecast for the Cass County Jail over the next 10-15 years and utilize an understanding of corrections industry best practices and designs to recommend Cass County Jail expansion options to meet the needs. It is anticipated this project will be completed in 2022 and 2023.

CONTRACTOR: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPLETION TIMEFRAME AFTER RECEIPT OF ORDER: \_\_\_\_\_ Days

## Bid Response

**Item No. 1    Population Forecast and Design Options for Expanded Inmate Capacity at the Cass County Jail.**

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BUSINESS NAME: \_\_\_\_\_

CITY AND STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ TOLL FREE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE OF CORPORATE OFFICER: \_\_\_\_\_