

Aroostook County Jail Advisory Committee Agenda

October 21, 2025

10:00 AM

Caribou Courthouse – Administrative Hearing Room and via Zoom

Zoom Meeting ID: 863 4274 6790 Passcode: 863323

AGENDA

1. Call to order.
2. Review of minutes from July 15, 2025.
3. Update on Jail RFP.
4. Review of survey questions for ZenCity engagement.
5. Other business.
6. Adjournment.

NOTE: We anticipate a short meeting where participation via Zoom may be more convenient for participants. In person participation is always welcome if you prefer.

MINUTES

Aroostook County Jail Advisory Committee
Tuesday, July 15, 2025 10:00am
Administrative Hearing Room – Caribou Courthouse

Present:

Ryan D. Pelletier, County Administrator
Fred Thomas – Committee Member
Dan Hiebert – Committee Member
Ed Pocock – Committee Member
John Sutherland – Committee Member
Renee Deschaine – Committee Member
Harold Hull -Committee Member - Zoom
Megan Waceken – WAGM
Paula Brewer – Bangor Daily News
Tammy Pelletier, Operations Assistant

1. Mr. Ryan Pelletier called the meeting to order at 10:01am and each member in attendance introduced themselves and briefly described why they wanted to be on the committee.
2. Mr. Pelletier asked the committee if they felt the county needed a new jail, and everyone raised their hands in agreement. Mr. Pelletier explained that the purpose of the Jail Advisory Committee was to supplement the existing Jail Study Commission, and the primary responsibility would be to advise staff on what to do with community relations and educating the public. The committee is expected to have quarterly meetings.
3. Mr. Pelletier provided the list of the Jail Study Commission members and encouraged the Advisory Committee to reach out to them.
4. The 2024 NIC and 2025 Justice Planner reports were reviewed at a high level with feedback including that a) jail has outlived its usefulness, b) cost will be a factor to the community and, c) location will be a factor to the communities. Important to look into all possible funding sources.
5. Mrs. Tammy Pelletier presented an overview of Zencity, which is an online community engagement platform that allows for a central location to keep the community informed of progress, access to documentation, and provides an option for surveying the community for their needs and allows for open dialogue between the community and the County in real time. Fully customizable platform.
6. Mr. Pelletier will work with Commander Craig Clossey to schedule a jail tour for the new committee.
7. Mr. Pelletier adjourned the meeting at 11:13 am.

Next Jail Advisory Committee – October 21, 2025 @ 10 AM
Administrative Hearing Room - Caribou



PUBLIC NOTICE

Request for Proposals (RFP) – Aroostook County Jail Design Services

Aroostook County Government is soliciting proposals from qualified architectural and engineering firms to provide services for the planning and design of a new County Jail facility. The project will proceed in three phases:

1. Site Selection – Identification and evaluation of potential sites.
2. Programming / Concept Design / Referendum Package – Space planning, concept drawings, and referendum support.
3. Full Design & Construction Administration – Final design, bidding, and construction oversight (contingent on voter approval).

Proposals must be submitted by 4:00 PM on November 3, 2025 to:

Ryan D. Pelletier
County Administrator
Aroostook County Government
144 Sweden Street, Suite 1
Caribou, ME 04736

Email: ryan@aroostook.me.us | Phone: (207) 493-3318

Submit 5 hard copies and 1 digital copy (PDF). Mark envelopes/emails: “Aroostook County Jail Design RFP – [Firm Name]”.

Full RFP details are available from the County Administrator’s Office or online at www.aroostook.me.us.



AROOSTOOK COUNTY

144 SWEDEN STREET
CARIBOU, ME 04736

REQUEST FOR PROPOSALS

FOR:

DESIGN/ARCHITECTURAL SERVICES OF A NEW AROOSTOOK COUNTY CORRECTIONAL FACILITY

SEPTEMBER 22, 2025

REQUEST FOR PROPOSALS (RFP)

Architectural and Engineering Services for the Design and Construction of a New Aroostook County Jail Facility

Issue Date: September 29, 2025

Proposal Due Date: November 3, 2025 (by 4:00 PM)

1. Introduction

Aroostook County Government is soliciting proposals from qualified architectural and engineering firms to provide comprehensive design, planning, and construction administration services for a new county correctional facility. The project will result in a secure, code-compliant, and efficient 180-bed jail that meets all applicable federal, state, and local requirements.

To manage the complexity of this project, the County intends to proceed in three distinct sub-project phases:

1. Site Selection Project – Identify and evaluate potential sites suitable for a correctional facility.

2. Programming / Concept Design / Referendum Package – Define the size, spaces, and preliminary design necessary for community engagement and voter referendum.
3. Full Design & Construction Administration – Advance to full schematic design, construction documents, bidding, and administration after successful referendum approval.

Firms are encouraged to submit proposals addressing all three phases, with fees broken down accordingly.

2. Project Description

The new facility will:

- House up to 180 inmates (rated beds), plus additional capacity for intake, holding, and medical/mental health areas.
- Include intake/booking, medical, mental health, kitchen, laundry, recreation, visitation, and administrative areas, along with classroom and program spaces.
- Be designed for operational efficiency, inmate and staff safety, and future expandability.
- Comply with Maine Department of Corrections standards and American Correctional Association (ACA) guidelines.
- Be sited at a location to be determined within Aroostook County through the site selection sub-project.

The project budget is under development and funding may include local bonds, state funds, or federal sources (e.g., USDA Rural Development).

3. Scope of Services

The selected firm will be responsible for completing the project in three defined sub-projects:

Sub-Project 1: Site Selection

- Identify, evaluate, and compare potential sites.
- Conduct site analysis (zoning, infrastructure, geotechnical, utilities, transportation access).
- Prepare a Site Selection Report with ranked recommendations and preliminary site layouts.

Sub-Project 2: Programming / Concept Design / Referendum Package

- Refine space programming using the County's prior Needs Assessment.
- Develop conceptual designs and preliminary site layouts.
- Provide referendum-ready visual materials (renderings, diagrams, cost narratives).
- Deliver a Conceptual Design & Referendum Package for public communication and voter approval.
- Present findings to County Commissioners and the public as needed.

Sub-Project 3: Full Design & Construction Administration (Post-Referendum)

- Schematic design, design development, and construction documents.
- Permitting and regulatory compliance.

- Cost estimating and value engineering.
- Bidding assistance.
- Construction administration and oversight through project completion.

4. Experience and Qualifications

All firms responding to this request shall demonstrate:

- Extensive experience in correctional facility planning and design.
- Personnel, facilities, and resources to manage all phases from design through construction.
- Experience engaging with stakeholders, the public, and correctional staff.
- Ability to support referendum communications effectively.

5. Submission Requirements

Proposals should include:

- Letter of Interest.
- Project understanding and approach for each sub-project.
- Firm qualifications and resumes of key personnel.
- Relevant project experience (particularly correctional facilities).
- References from recent clients.
- Proposed schedule for each sub-project.
- Separate fee structure for each sub-project, showing hours and billing rates by task.

6. Selection Criteria

Proposals will be evaluated based on:

- Demonstrated correctional facility design experience.
- Qualifications of key staff.
- Approach to phased project delivery.
- Past performance and references.
- Ability to assist with referendum/public communication.
- Cost and value of services.

Evaluation criteria will be weighted, and a formal scoring process may be used. Final selection will be made by a panel designated by the County Commissioners.

7. Submission Instructions

Proposals must be submitted by 4:00 PM on November 3, 2025 to:

Ryan D. Pelletier
County Administrator
Aroostook County Government
144 Sweden Street, Suite 1
Caribou, ME 04736
Email: ryan@aroostook.me.us
Phone: (207) 493-3318

Submit 5 hard copies and 1 digital copy (PDF).

Mark all proposals clearly: "Aroostook County Jail Design RFP – [Firm Name]"

8. Additional Information

- The County expects to use the AIA Standard Form of Contract, subject to review.
- Firms are responsible for identifying sub-consultants or jail operations experts as needed.
- Site selection may involve evaluating multiple properties across Aroostook County.
- Questions should be directed to the County Administrator.

Section 1: Demographics (optional but useful for analysis)

1. What is your ZIP code?
 2. How long have you lived in this county?
 3. What is your age group?
 - Under 18
 - 18–24
 - 25–44
 - 45–64
 - 65+
 4. What is your relationship to the justice system? (Select all that apply)
 - General resident
 - Law enforcement officer
 - Legal professional
 - Formerly incarcerated
 - Family member of someone incarcerated
 - Criminal justice advocate
 - Other: _____
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Section 2: Awareness and Understanding

5. How informed do you feel about the current state of the existing county jail?
 - Very informed
 - Somewhat informed
 - Not very informed
 - Not at all informed
 6. What concerns, if any, do you have about the **current county jail**? (Select all that apply)
 - Overcrowding
 - Safety/security
 - Sanitation and health conditions
 - Cost to maintain
 - Treatment of inmates
 - Lack of rehabilitation programs
 - Other: _____
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Section 3: Needs and Priorities

7. Do you believe a new county jail is necessary?
 - Yes
 - No
 - Unsure
8. If yes, what do you believe are the **top priorities** for a new county jail? (Select up to 3)
 - Public safety
 - Improved facilities and infrastructure
 - Reducing overcrowding
 - Access to mental health services

- Substance abuse treatment programs
 - Educational and job training programs
 - Family visitation access
 - Cost-effective design and operations
 - Other: _____
9. What features or services would you like to see included in the new jail? (Open-ended)
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Section 4: Concerns and Opposition

10. Do you have any concerns about building a new jail? (Select all that apply)
- Increased taxes
 - Location of the facility
 - Long-term operating costs
 - Potential for over-incarceration
 - Environmental impact
 - Impact on nearby communities
 - Prefer investment in alternatives to incarceration
 - Other: _____
11. What alternatives to jail construction would you support or prefer? (Select all that apply)
- Community-based treatment programs
 - Restorative justice initiatives
 - Pretrial diversion programs
 - Bail reform
 - Mental health crisis response teams
 - Other: _____
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Section 5: Community Input and Engagement

12. How should the community be involved in decisions about the new jail? (Open-ended)
13. Would you be interested in attending community meetings or forums on this topic?
- Yes
 - No
 - Maybe
14. Do you have any additional comments, ideas, or concerns you would like to share? (Open-ended)
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