

Request for Proposal



Consultant to

Complete a County Building Assessment/Feasibility Study

For

DeKalb County Indiana Board of Commissioners

100 S. Main St., Auburn, IN 46706

Date: May 12, 2025

Introduction:

The DeKalb County Commissioners have decided to renew a space study of the existing and future needs of most all county offices. In doing so, there is a need to make sure the future office space is being utilized in the most efficient manner. This study should evaluate options and consider what is feasible and reasonable concerning the future needs of DeKalb County government. The purpose of this request for proposals is to receive information from consulting firms interested in working on this project.

General Information:

The successful firm, in doing the assessment, should gather all relevant data, forecast any future capacities and the associated classifications for both men and women, estimate construction, project, operational, and staffing costs for any future facility or other alternatives and present a final report formally to the public. This would of course require looking at various solutions: construction of new facilities or renovation of existing facilities. The county will use the services of a financial advisor to determine tax rates and debt service amounts that would result from each alternative solution in the study that would be used for the public presentation.

Existing Drawings are kept in the Auditor's office for safe keeping and as such please contact the Auditor's office and make an appointment to reference these drawings. The Auditor's office phone number and email is on the DeKalb County Website. Also, if your firm wishes to do a more exact measurement of any given department, please respect the employees and contact the department head before doing so. Each department contact information is listed on the DeKalb County Website. It is also recommended that the winning bid firm talk with each department head to understand the needs of any given department.

An existing list of DeKalb County owned real estate will also be available in the Auditor's office if needed for the study.

Scope of the study:

The scope of services will include but not be limited to the following:

1. Evaluate the current buildings and the future needs of the county government. This should include all of the elements: mechanical, electrical, size, configuration, staffing and operational costs.
2. Gather data to use and support an analysis to establish the capacity, size, and staffing for any future buildings.
3. Establish construction, project, staffing and operational costs for each option presented. Operational costs and staffing costs should consider the differentially costs from current costs.
4. Include a schedule of design and construction by duration for each alternate presented.
5. Prepare the final report and anticipate presenting this to the public.
6. How long will the study take to complete?

Proposal:

Title Page

Cover Letter

Consultants approach and methodology

Resumes of key staff assigned and similar experience

Company type and ownership

Schedule of your expected activities and ultimate completion date

List of similar studies and scope and size

List any consultants that will be used for the study

Fees for the services outlined

List specific reimbursables and their expected costs

RFP Submittals:

Submission of a proposal indicates acceptance by the consultant of the conditions contained in this request for proposal. DeKalb County reserves the right, without prejudices to reject any or all proposals. DeKalb County Commissioners will award any contract to whom they determine will best serve the interests of DeKalb County.

Submissions should be made in six (6) hard copies and delivered to the Auditor's Office on or before June 20th, 2025 by 3:00 pm eastern time to the following address.

DeKalb County Auditor Office
2nd floor of the Court House
100 S. Main St.,
Auburn, Indiana 46706

Current Employees in DeKalb County by Office

HR Department	2	Emergency Management Department	2
Auditor Department	9	Central Dispatch Department	24
Treasurer Department	4	Highway Department	24
Recorder Department	9	Health Department	10
Sheriff Office Staff	10	DCCC (County Corrections Department)	30
Sheriff Officers	50	Soil and Water Department	4
Surveyor Department	7	Title IV-D Department	6
Coroner Department	1	Public Defender Department	17
Prosecutor Department	11	Superior Court Department #1	4
Assessor Department	3	Superior Court Department #2	3
Extension Department	3	Circuit Court Department	3
Plan Commission Department	6	Maintenance Department	3
Veteran Services Department	2	Information Systems	5

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DeKalb County Building Assessment/Feasibility Study

DeKalb County Court House square footage:

Total square footage:	74,892
Attic and Sub-Basement:	20,892
First Level:	18,000
Second Level:	18,000
Third Level:	18,000

Annex Building

Total square footage:	18,284
First level:	6,127
Second Level:	6,240
Basement:	5,917

Building and Planning Department:

Total square footage:	3,267
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Health, Surveyor, and VA Departments:

Total square footage:	7,390
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DeKalb County Jail:

Total square footage:	27,500
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