

1 General Information

1.1 Purpose

The County of Sullivan is soliciting competitive sealed proposals for consulting services to conduct a needs assessment of the Sullivan County Department of Corrections with regard to physical plant and bed space needs for the incarceration of persons that fall under the jurisdiction of the County.

1.2 Background

The Sullivan County Jail Facility is located in Unity at 103 County Farm Road adjacent to the Sullivan County Health Care Facility and upon the Sullivan County Complex. The Sullivan County Jail Facility was opened in 1978, designed to house 44 inmates (28 sentenced inmates and 16 pretrial inmates). Through double bunking, triple bunking and in some case quadruple bunking, the facility has a total of 95 beds. The 95 bed total includes medical observation, administrative segregation and overflow bunks placed in dayrooms and other living areas within the facility.

Additionally the facility has undergone renovations that have added non-contact visiting, intake/observation cells, and a new medical department. An Inmate transition to community initiative prompted the opening of a 15 bed minimum custody Transitional Housing Unit, located on the Sullivan County Complex about 1,000 feet from the jail facility.

The jail facility now houses an average daily population of approximately 91 inmates with peak populations reaching over 115. The female population has increased every year and is currently contributing to 18 percent of our daily population. The addition of 51 beds over the last 27 years has failed to resolve the need for inmate classification and separation.

Objectives:

The Sullivan County Board of Commissioners wishes to retain the services of a consultant to assess the immediate and long term (twenty-year) needs of the County Department of Corrections. The study must examine the cause/effect relationship among county and state criminal justice agencies, as well as Federal mandates and ACA standards that affect the county jail's current and future needs with regard to inmate growth and the state of corrections within the County. The study must also include a pre-architectural program that evaluates the existing jail and examines the possibilities of renovation and/or expansion to the existing facility versus new construction. The successful vendor will be required to work closely with the Board of Commissioners, County Manager, Corrections Superintendent and key correctional staff, and other Criminal Justice agencies.

1.3 Vendor Experience and Qualifications

The vendor must provide an organizational chart specific to those personnel assigned to the project as well as their qualifications. This shall include, but not be limited to, the resumes, names and phone numbers of assigned personnel, as well as descriptions of similar work.

Vendors must have a minimum of 5 years experience providing similar services for similar sized institutions and shall include in their proposal their specific experiences in providing such services. A list of at least 5 references must accompany all proposals. Sullivan County reserves the right to disqualify participating vendors based on experience and/or references. Vendors must be prepared to present the County with suitable evidence of their financial standing upon request.

1.4 Insurance

Vendors must provide a sample certificate of insurance. See section 3.

1.5 Tax ID

A valid Federal Tax ID number must be submitted within the proposal or within 5 business days of the County's request.

1.6 Pre-Proposal Meeting

Vendors are encouraged, but not required, to attend a tour of the County Correctional facility on **February 8, 2006 at 10:00AM**. A written record of all questions asked and answers given at these tours will be provided to all vendors who have received the request for proposal package (RFP).

1.7 Schedule of Events

Proposals must be received, in a sealed envelope identifying the contents as well as response to this RFP, in the County Manager's Office, Sullivan County Commissioners Building, 14 Main Street, Newport, New Hampshire 03773, no later than Friday, March 3, 2006 at 4:00 PM, EST. The County Managers time clock shall be considered the official time. Proposals received after the deadline noted herein will not be considered.

Proposals by individuals must be signed personally, with name typed below signature, and witnessed. A completed address and trade name must be provided. Proposals by partnerships must include the typed names and business address of all partners and the trade name of the company.

The proposal must be signed by at least one general partner, whose signature must be witnessed. Proposals by corporations must include the typed name of the corporation, the State of incorporation, and the principal officer of the corporation. The proposal must be signed by the President or Vice-President or by an officer or agent duly authorized to bind the corporation to a contract,

(proof of whose corporate authority shall be attached), attested by the Secretary, Assistant Secretary, or Treasurer of the Corporation.

1.8 Amendments to Proposals

Amendment to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the County's request.

1.9 Required Review

Defects: Venders shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable material must be made in writing and received by Ed Gil de Rubio, County Manager, via US mail at 14 Main Street, Newport, NH 03773; via email at manager@sullivancountynh.gov or via facsimile at 603-863-9314. Telephone conversations are not considered official and must be confirmed in writing by the interested party.

Two types of questions generally arise. One type may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written addendum to the RFP. The County Manager will make that decision.

If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP.

1.10 Disclosure of Proposal Contents

All proposals and other material submitted become the property of Sullivan County and may be returned only at the County's option. Information contained in the proposals will not be disclosed during the evaluation process. Under New Hampshire's "Right to Know" laws, public records are required to be open to reasonable inspection. All proposal information including detailed price and cost information will be held in confidence during the evaluation process and prior to the time a Notice of Award is issued.

Trade secrets and other proprietary data contained in proposals may be held confidential if the vendor requests in writing that the County does so, and if the County agrees. Material considered confidential by the vendor must be clearly identified and the vendor must include a brief statement that sets out the reasons for confidentiality.

1.11 Subcontractors

Subcontractors may be used to perform portions of the work under this contract. If a vendor intends to use subcontractors the vendor must identify, in their proposal, the names of the subcontractors and the portion of the work the subcontractors will perform. Vendors must provide the following information concerning each prospective subcontractor within five business days from the date of the County's request:

- a) Complete name of the subcontractor,
- b) Complete address of the subcontractor,
- c) Type of work the subcontractor will be providing,
- d) Percentage of work subcontractor will be providing,
- e) Evidence that the subcontractor holds a valid business license and is authorized to work in New Hampshire,
- f) A written statement, signed by each proposed subcontractor, which clearly verifies that the subcontractor has agreed to render the services required by the contract.

A vendor's failure to provide this information within the required time frame may cause the County to consider the proposal non-responsive and reject the proposal. The substitution of one subcontractor for another may be made only at the discretion of the County and with prior written approval of the County. Such approval shall not be unreasonably withheld.

Note: Background criminal history checks will be completed on all personnel entering the correctional facility. Social Security Numbers of all personnel must be provided upon request. The County reserves the right to refuse admittance of any contractor or subcontractor.

1.12 Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., themselves, spouse, or child employed by Sullivan County) and if so, the nature of that conflict. The County reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculations as to the objectivity of the project to be performed by the vendor. The County's determination regarding any question of conflict of interest shall be final.

The County may exclude a perspective vendor from submitting a proposal, or may reject a perspective vendor's proposal, after making a written determination that prospective vendor received payment for assistance in drafting the RFP or gained substantial information regarding the RFP that was not available to the public.

2 PREPARING AND SUBMITTING A PROPOSAL

2.1 Submission of Proposal

Vendors must submit (1) original and (2) copies of their proposal for the services detailed on this document, in a sealed, opaque envelope marked "Sullivan County Jail Evaluation RFP". Proposals must be submitted to the County Manager's Office, 14 Main Street, Newport, New Hampshire 03773. Oral proposals and proposals received via facsimile or other electronic means will not be accepted

2.2 Understanding the Project

Vendors must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the methodology that will serve to accomplish the work within the prescribed timeline.

2.3 Discussions with Vendors

The County may elect to conduct discussions with responsible vendors who submit proposals determined to be eligible for award. The purpose of these discussions will be to clarify and assure vendor's full understanding of, and responsiveness to, the solicitation requirements. Vendors reasonably eligible for award shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Revisions may be permitted after submissions and before award of the contract for the purpose of obtaining best and final offers. In conducting these discussions, the County may not disclose information derived from proposals submitted by competing vendors.

2.4 Scope of Work Deliverables

Needs Assessment Study:

- An overview of all criminal justice agencies and practices
- Design a data collection instrument
- Analysis of defendant processing through the system
- Profile the current jail inmates
- Examine the trend in female incarceration
- Examine trends in the criminal justice system
- Evaluate the existing facility (operational, staffing, physical plant, security, standards, and compliance)
- Examine alternatives to incarceration (current effectiveness and recommendations for expansion or implementation of new programs)
- Evaluate the impact of changes in the present system
- Conduct jail population forecasts for twenty years, in five year increments
- Develop a jail population management plan

- Examine the possibility of regionalization

The Jail capacity and a bed needs projection taking into account the entire criminal justice system, current trends, demographics, peaking demand, classification requirements and alternatives to incarceration must be addressed. This analysis shall include a minimum of (5) years of past data and forecast for twenty years, in five year increments.

The vendor must provide a plan of what data will be utilized as well as how it will be collected. A copy of all raw data shall be provided to the County for use at its discretion.

Pre-Architectural Program:

- Examine the possibilities of renovation and or expansion to the existing facility versus new construction
- Evaluate the existing jail, outline the impact of the current design on staffing costs and operations, list current deficiencies
- Evaluate the operational impact and costs of all options
- Develop an operational philosophy and mission statement of the new facility
- Identify the types of beds needed based on the needs assessment study
- Develop a classification plan
- Develop operational scenarios for each function of the jail (includes identifying the users, the activities, behaviors, equipment and furnishings, design criteria, and policy decisions)
- Develop the space needs (square footage) for each area
- Develop the adjacency for each area (space relationship)
- Develop the projected cost per square foot for each area
- Create an initial staffing plan
- Evaluate construction costs for all options
- Develop a preliminary operational costs estimate
- Develop an overall construction and project cost estimate

The physical condition of the Sullivan County Department of Corrections facilities and the suitability of spaces, layout and the feasibility of reuse through renovation/addition shall be surveyed. Problem areas shall be identified as part of the survey. All areas of the facility shall be surveyed including structural, mechanical, plumbing, electrical, and security systems. Further, the provision of services shall be evaluated to include, but not limited to, food service, medical services, laundry, inmate visiting, professional visiting, administrative services, booking/classification, other inmate programs, parking, storage, training, records management and facility security.

Utilizing typical per bed area requirements and ACA standards, the vendor will establish gross area requirement to meet projected need. The vendor must

also provide an evaluation relative to the feasibility and cost of renovating and adding to the existing facility vs. construction of a new jail.

Recommendations shall address the needs of the Department for the short term (one to five years) and the long term (five to twenty years). The recommendations shall be based on all information collected. Projections shall be made for operations and staff needs as well as inmate projections to follow the same model of short term and long term needs. In addition, site locations shall be assessed and recommended for any construction, taking into account the properties owned by the County.

The final report, which shall discuss all of the above, shall be submitted to the County within 120 days after the contract award. The successful vendor will be required to submit six copies of the final report and one electronic version of the final report upon completion of the work.

2.5 Response Format and Content

The RFP sections that should be submitted and clearly delineated are:

- Cover Page
- Table of Contents
- Introduction, Background Statement
- Complete vendor information and a specific point of contact if questions should arise
- Response to General Requirements
- Organizational Chart and Qualifications
- Staff Qualifications
- References
- A statement acknowledging that the vendor shall comply with all conditions as outlined. An officer of the company empowered to bind the company must sign the proposal
- Federal ID#

Failure to include these items may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

2.6 Preparation Costs

The County is not responsible and will not pay for any costs associated with the preparation, submittal, or presentation of any proposal.

2.7 Exception / Alternate Proposals

To be considered, vendors must follow the instruction outline in this document. Any exceptions to the terms, conditions, or other requirements in any part of the RFP must be clearly stated in the proposal; otherwise the county will consider that all proposals offered are in strict compliance with this request. The successful vendor will be responsible for compliance. The

County recognizes that participating vendors may have cost-saving ideas that would require them to stray from the specification in this document. Alternate proposals may be submitted for consideration only if the same vendor also provides a proposal based upon the specifications outlined in this document. Such alternate proposals shall be clearly marked with the words "Alternate Proposal" on each page of the proposal document.

3 STANDARD CONTRACT INFORMATION

3.1 Contract Term

The contract shall be effective from the date a contract is signed by the County Board of Commissioners until completion of the project.

3.2 Tax Exemptions

The County is exempt from federal excise and transportation taxes. The County's registration number with the IRS is 02-6000870. No exemption certificates are required and none will be issued.

3.3 Standard Contract Provisions

The vendor must comply with the contract provisions set forth in Appendix A, Agreement. No alteration of these provisions will be permitted without the written approval of the County. Any objections to any of the provisions in Appendix A, must be detailed in the proposal.

3.4 Proposals as Part of the Contract

Part or all of the RFP and the successful proposal may, at the discretion of the County, be incorporated into the contract.

3.5 Additional Terms and Conditions

The County reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluation.

3.6 Insurance

The successful vendor, at its expense, shall carry and maintain, in full force at all times during the contract term, General Liability insurance covering bodily injury and property damage with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; Professional Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; Workers Compensation insurance in statutory limits; and Employers' Liability insurance with limits of not less than \$100,000 each accident, \$500,000 decease-policy limit, and \$100,000 decease-each employee. Prior to commencement of performance under the contract, the successful vendor shall furnish to the County, a certificate of insurance evidencing all required

coverage in at least the limits required herein, name the County of Sullivan, its elected officials, appointed agents, and employees as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be modified or cancelled without thirty (30) days advance written notice to the County. Such certificate shall be issued to: Sullivan County, 14 Main Street, Newport, New Hampshire 03773. Such companies shall also be acceptable to the County.

4 PROPOSAL EVALUATION, SELECTION AND AWARD PROCESS

4.1 Proposal Evaluation

All proposals will be reviewed to determine if they are responsive. A committee using the criteria set forth below will then evaluate responsive proposals.

- 30 % Vendor Familiarity with the Project
- 35 % Experience and Qualifications
- 35 % Contractual Conditions \ Cost of Services

The Cost of Services should be a “Lump Sum, Not to Exceed Amount.”

4.1.1 Vendor’s Understanding of the Project / Goodness of Fit

Proposals will be evaluated against the questions set forth below:

- a) Has the vendor demonstrated a thorough understanding of the purpose and scope of the project?
- b) How well has the vendor identified pertinent issues and potential problems related to the project?
- c) Has the vendor demonstrated that they understand the deliverables the County expects it to provide?
- d) Has the vendor fully responded to all the questions set forth herein?
- e) Has the vendor demonstrated that they understand the County’s time schedule and can meet it?
- f) Does the proposal depict a logical approach to fulfilling the requirements of the RFP?

4.1.2 Experience and Qualifications

Proposals will be evaluated against the questions set forth below:

Questions regarding personnel:

- a) Do the individuals assigned to the project have experience on similar projects?

- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in work this project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

Questions regarding the vendor:

- a) Has the vendor demonstrated experience in completing similar projects?
- b) How successful is the general history of the vendor regarding timely and successful completion of projects?
- c) Has the vendor provided letters of reference from previous clients?
- d) If a subcontractor will perform work on the contract how well do they measure up to the evaluation used for the vendor?

4.1.3 Contractual Conditions

Proposals will be evaluated against the questions set for below:

- a) Has the vendor provided a sample certificate of insurance evidencing the required types and levels of insurance coverage?
- b) If the vendor has requested any modifications to the General Conditions, are they reasonable and acceptable to the County?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

4.2 Interviews

Successful vendors may be required to participate in an interview process with the County.

4.3 Rejection of Proposals

The County reserves the right to reject any and all proposals, to waive any informality and to accept or reject parts of any proposal if, in its judgement, the best interests of the County are thereby served.

4.4 Award of Contract

The County shall award a contract under competitive sealed proposals to the responsible and responsive vendor whose proposal determined in writing to be the most advantageous to the County, taking into consideration price and the criteria factors set for herein. Vendors shall complete and sign all procedural documents (failure to do so may be cause for rejection):

- Non-Collusion Affidavit
- Affirmative Action

- Signature page including “Conflict of Interest Statement”
- Any other documents that may be required in specifications