

REQUEST FOR PROPOSALS

SECURE TREATMENT FACILITY FOR JUVENILE JUSTICE GIRLS

SYNOPSIS OF REQUEST FOR PROPOSAL: THIS REQUEST FOR PROPOSAL IS DIRECTED TO PERSONS, CORPORATIONS, PARTNERSHIPS AND OTHER LEGAL ENTITIES, INCLUDING MUNICIPALITIES, AND CONCERNS THE PROVISIONS OF SITES, AND THE CONSTRUCTION AND OPERATION OF, A DEPARTMENT OF CHILDREN AND FAMILIES' SECURE TREATMENT FACILITY FOR JUVENILE JUSTICE GIRLS.

I. Program Description

A. Introduction

The Department of Children and Families (“DCF”) protects children who are being abused or neglected, strengthens families through support and advocacy, and builds on existing family and community strengths to help children who are facing emotional and behavioral challenges, including those committed to DCF by the juvenile justice system. Whether children are abused and/or neglected, are involved in the juvenile justice system, or have emotional, mental health or substance abuse issues, DCF can respond to these children in a way that draws upon community and state resources to help.

DCF recognizes the importance of family and strives to support children in their homes and communities. When this is not possible, a placement that meets the child’s individualized needs in the least restrictive setting is pursued. DCF supports in-home and community-based services through contracts with service providers for such resources as clinics for children and therapeutic group homes. In addition to the home and community-based services, DCF operates four facilities: a secure facility for boys who are committed to DCF as delinquents by the juvenile courts (the Connecticut Juvenile Training School); a children’s psychiatric hospital (Riverview Hospital); a residential facility (Connecticut Children’s Place); and an experiential youth program for troubled youth in Connecticut (The Wilderness School). The missing component in DCF’s continuum of care for girls is a facility and program for high risk girls who require treatment in a restrictive setting. Currently, there is no existing secure facility for girls similar to the Connecticut Juvenile Training School for boys.

B. RFP – Three Optional Proposal Responses

This Request for Proposal (“RFP”) seeks to address the need for a facility, and possibly the operation of the program within the facility, that will provide a necessary resource for the small number of juvenile justice girls who require a

short-term secure treatment setting in order to be successfully transitioned back to their homes and communities. There are three specific options for responding appropriately to this RFP. Option One is for the proposer to submit a proposal for the construction of the facility on a site presently owned by, or to be acquired by, the proposer who will then enter into a lease with the State of Connecticut so that DCF may operate the program for juvenile justice girls. Option Two is for the proposer to submit a proposal for the construction of the facility on a site presently owned by, or to be acquired by, the proposer, who will also propose to operate the program for juvenile justice girls in accordance with the requirements of DCF and under a contract with the State of Connecticut. The construction of the facility under either Option One or Option Two may be a design-build project for a new building or a design-renovation of an existing building. Under Option Three, which applies only to municipalities, a municipality may propose to convey real property to the State of Connecticut, AT NO COST TO THE STATE OR FOR MINIMAL CONSIDERATION, upon which the State will construct and operate the Secure Treatment Facility for Juvenile Justice Girls. PILOT funding will be adjusted as appropriate at the completion of the construction.

II. Facility

A. Project Description

The facility will be a child-friendly treatment facility for female juveniles. It shall serve twenty-four girls by providing a home- and school-like setting with sixteen secure beds and eight beds for girls transitioning from the secure center back to community residential facilities. The facility shall be self-contained, and consist of residential, treatment and support functions including dormitory, classrooms, activity, meeting, recreational, transitional, dining and commercial kitchen spaces. The facility must comply with all pertinent state statutes, building/fire safety codes and health codes, as well as, the requirements of the American Correctional Association (ACA) standards. The facility shall be designed and constructed to receive a LEED Silver Certification from the U.S. Green Building Council.

More particularly, the design must ensure a home-like setting both externally and internally. The design should have two eight bed wings, with a third separate eight bed wing that will be part of the transitional unit. This will allow the girls to move through daily living experiences in smaller, more relationally manageable groups. All bedrooms must be single rooms with doors that swing in and out and have the ability to be locked. The bedrooms must also include two-way speakers so that the girls and staff can communicate during the night. In addition to the bedrooms, there must be two larger family rooms for visits with family/caregivers and children. This space must be designed for privacy, activities and away from the many distractions of the everyday operations of the program. A metal detector that family members must proceed through as well as a locked entrance

to the program area will be required. The program also needs a community room which is a space that allows private individual work as well as group work to occur simultaneously. This space for private individual work should be in an area that is separate from daily programmatic activity, but located in an area that can be easily monitored when necessary. Adjacent to the community room should be a library and computer lab.

The program requires a separate wing for school/educational, living skills and vocational programming. The wing should include four classrooms, two of average size and two designed for sciences and the arts. There needs to be four offices for educational personnel, and a time-out room with a secure desk. For recreational purposes, the facility needs to have an indoor half court area, and a secure outdoor grass area with adequate storage areas adjacent to these recreation areas. There should also be an exercise room with ample space for movement, but one that can be easily monitored within the daily operations of the program.

The program requires a commercial kitchen that is centrally located for meals, snacks and events. It must be very functional, allowing for easy access in and out with the ability to be secured. Kitchen cabinets should be secured with the ability to be locked. The kitchen area should be large enough for four staff and at least four girls simultaneously. The dining room should function as a large family dining room. It should be located outside of the kitchen with the ability to serve meals from the kitchen directly to the dining room.

Bathrooms must be on each bedroom and academic wing, as well as in all major common areas, but not in the bedrooms. Bathrooms must allow for privacy while ensuring the safety of the girls. One bathtub should be available in each sleeping wing.

The design must include a medication room that is easily accessible while offering confidentiality and security. One nurse's office with a connecting exam room is required. Adjacent to the medical area should be an intake room with a shower and sleeping area. The program also requires two break rooms isolated from daily program operations and not located directly in the sleeping wings. These rooms should be easily monitored and have the ability to lock. The facility will need a laundry room for the girls, who will do their own laundry and for staff to wash and dry linens. Lastly, the design must include nine offices, not including the offices for the educational staff. There should also be one conference room. The office space should be integrated into the daily operations of the program.

The proposer should consult the Program For Design developed by JCJ Architecture as part of the State of Connecticut Department of Public Works' ("DPW") Project #BI-YS-166-DB, as modified by DPW for the purposes of this RFP, for a more detailed analysis of the facility needs and requirements. The

Program For Design shall take precedence over the general Project Description contained in this RFP and, consequently, in the event of any conflict or inconsistency between the RFP Project Description and the contents of the Program for Design, the Program for Design requirements and facility needs shall control and be followed by the proposer. The proponent should note, furthermore, that the Program for Design, while developed for a design-build project involving construction of a new building, should be consulted and utilized for a design-renovation project of an existing building. A copy of the Program for Design may be obtained from the DPW Procurement Unit, Room G-35, State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

B. Site Criteria

The State of Connecticut is not proposing or providing the site or general location of the facility. The proposer must submit, as part of its proposal, the specific real property site where the proposer intends to locate the facility. The proposal shall state whether the proposer presently owns in fee simple the real property upon which the facility would be located, or whether it would seek to acquire the parcel should its proposal be selected.

Important site characteristics for the facility in order to best meet the needs of the program include:

1. Direct and easy access to major state highways.
2. Adjacent or close proximity to bus routes.
3. Adequate property frontage on an existing public street, and sufficient acreage (approximately 2.5 to 3.0 acres) to meet the design and programmatic requirements
4. Service by public utilities including domestic water, sewer, electrical, telephone and Cable TV.
5. Onsite area to manage storm water in a cost effective way with zero-increase in runoff.
6. Adjacent or surrounding land uses that are stable (for example, no potential for incompatible or inconsistent land use or zoning changes in the foreseeable future).
7. Location within a Regional Center or Neighborhood Conservation Area, as depicted on the current State Plan of Conservation and Development

Locational Guide Map and be consistent with local and regional plans and local zoning.

8. No portion of the property must be located within a flood zone as designated by FEMA.
9. Adequate on-site parking for staff and visitors.
10. The property is not subject to the Transfer Act or any Federal or State remediation standards.
11. No portion of the property or structures must be deemed, located within, or be adjacent to a cultural resource, such as a site or structure that is listed on the National, State or Local Registers of Historic Places.

C. Qualifications

All prospective proposers under Options One and Two shall be expected to provide complete professional services for all civil, geotechnical, survey, landscape, architectural, structural, Mechanical, electrical, construction management, estimating and any other design or specialty discipline pertinent to the design-build/design renovate project. In addition, the purchaser shall identify key personnel with building commissioning experience and LEED accreditation. The proposer shall provide recent experience in the design and construction of treatment or similar facilities, and any expertise in adolescent and female gender responsive programs.

III. Administration and operation of the Facility

If the proposer is submitting a proposal under Option Two – providing the site, constructing the facility, and operating the program for juvenile justice girls, then its proposal must also address and provide the following information.

A. Organization

The proposer shall provide a brief summary of the proposer's organization, experience and ability to perform a contract with DCF in accordance with the program description contained within this RFP. Two references shall be provided that include appropriate contact information. The proposers shall provide resumes of all staff to be assigned to the program with a brief narrative describing how each staff member's experience contributes to the program.

B. Budget

DCF envisions staff requirements as follows: A range of well trained staff consisting of full time 24 hour supervisory staff overseeing the children, full time 24 hour supervisors overseeing the staff supervising the children, a commensurate management cadre to oversee and manage the facility, trained clinical staff to provide treatment, educational unit providing certified teaching and vocational staff, food service, maintenance, housekeeping, and records staff. DCF estimated that the total staffing will consist of between 75 and 95 individuals depending on the program, building configuration and ultimate bed count. Using the staffing guidelines for personal costs, the proposer shall provide a preliminary five year budget for it to operate the program as described in the RFP. Also, the proposer should describe its knowledge and experience pursuing or maximizing program income from other sources, public and private, used to offset the costs of services in the program. This could include additional grants, donations, or fund raising activities that are designated to benefit the program directly. In compiling its budget, the hours of operation of the facility will be 24 hours a day, 7 days a week and 365 days a year. There should be staff on duty at all times who are awake and responsive to the girls' needs and a staff person on-call in case of an emergency.

C. Program Narrative

The proposer shall provide a brief summary description including program mission statement, goals and objectives. If the proposal includes collaboration with another agency, the proposal shall designate a lead agency, the role that the lead agency will play in carrying out the activities of the program, and how the program will be enhanced by services provided by collaborating agencies. The proposal should provide, in addition, a summary of its experience with the requirements of this RFP, or with similar experiences that would demonstrate a capability to deliver the services requested in this RFP. This summary should include unique programming and special staff skills and experience.

The proposal shall describe the proposer's intake process and orientation of referrals from DCF. The proposer must indicate how it will maintain qualified staff adequate for the program administration, operation and service delivery. All appropriate licenses and certifications shall be included with the listing of staff. The proposal must contain a brief summary of how proposer intends to provide case management services, maintenance of records and their confidentiality, employment and/or vocational training, educational programming, recreational opportunities, reporting to DCF, outcome measures and quality assurance.

Given the nature of the program, the proposer must specify its methods and manner of providing a safe and secure environment for the girls. The proposal shall describe in detail its proposed supervision policies, search policies, maintenance of sign in/out log, it's description and proposed utilization of

security systems, protocols for unacceptable behavior, and the provision of access to medical and health care.

IV. Proposal Contents

A. Option One

1. Proposer Information and Qualifications pertaining to the construction of the facility.
2. Information as to site location, description, ownership and compliance with the site criteria.
3. Proposed design for the facility with a narrative detailing compliance with specifications and programmatic requirements.
4. Cost of construction and source of construction funding.
5. Proposed lease with the State of Connecticut, including the term, renewal options, annual cost including basic rent to be charged, as well as, any additional rent, tenant improvements and any other costs or expenses that proposer will require the State to pay during the lease term.

B. Option Two

1. Proposer Information and Qualifications pertaining to construction of the facility.
2. Information as to site location, description, ownership and compliance with the site criteria.
3. Proposed design for the facility with a narrative detailing compliance with specifications and programmatic requirements.
4. Cost of construction and source of construction funding.
5. Organization for the operation of the program.
6. Five Year Budget.
7. Program Narrative including the provision of a safe and secure environment.

8. Total and annual cost to the State of Connecticut pertaining to the operation of the program in the facility and if the cost includes any of the costs of construction, the amount and terms of payment of any such construction costs, and any other costs, charges or expenses that proposer will require from the State of Connecticut.
9. Any specific contract provisions or terms that would be required by proposer to operate the facility and program as described herein.

C. Option Three

1. Site location, description and compliance with site criteria.
2. Site characteristics, including topography, soil and environmental conditions and acreage.
3. Any restrictions on, or conditions precedent to, the conveyance of the property to the State of Connecticut.

Proposers submitting proposals under Options One and Two must submit the Affidavits discussed below.

V. Selection Criteria

A. Option One

The following are some, but not all, of the criteria to be utilized for selecting a proposer under Option One:

1. Experience with projects of similar size and scope.
2. Total cost to the State of Connecticut.
3. Incorporation of elements and space requirements of Program for Design into the proposed facility.
4. Past performance.
5. Compliance with site criteria.

B. Option Two

In addition to the criteria set forth for Option One, which criteria also apply to Option Two, the following are additional criteria to be utilized to select from among proposers under Option Two:

1. Proposer's methodology and approach to providing required services as outlined in proposer's program Narrative Section.
2. Demonstrated prior experience and capability of the proposer in providing the proposed services and/or similar services.
3. Demonstrated background and experience of proposer's assigned staff in providing services.
4. Cost of proposed services.
5. Ability of proposer to obtain program income from other sources.

C. Option Three

1. Compliance with the site criteria.
2. Site conditions as they pertain to the feasibility and cost effectiveness of constructing a facility that meets the programmatic requirements in a satisfactory manner.
3. Impact and effect of any proposed restrictions or conditions that could impact the State's use of the property presently or in the future.

VI. Proposal Submission Guidelines

A. Format and Copies

All proposals must be typewritten on standard 8-1/2 x 11 paper and placed in a three ring binder with slip sheets or tabs delineating each section. Proposer shall include the proposer's name and RFP Reference number on all documents. Proposer shall provide one signed, printed and bound original and one identical printed copy together with one electronic copy identical to the bound copy (CDRom in Pdf format).

B. Submission Location and Date

The deadline for the receipt of the aforementioned original and copies of the proposals is 2:00 p.m. Monday, May 17, 2010. The proposals shall be delivered to

the State Office Building, Department of Public Works, Room G-35, 165 Capitol Avenue, Hartford, Connecticut 06106.

C. Affidavit Requirements

The Affidavit Requirements for Formal Contracts shall be determined by information found under the Affidavit's Button at the top left of the CT DPW home page: www.ct.gov/dpw. (Click on the "introduction" see chart.) Questions concerning the affidavits can be directed to the DPW Legal Services Division at 860-713-5680.

Note: Failure to submit the properly formatted proposal with all of the required contents, including the affidavits and Certificate of Authority by the designated deadline and location will result in the Proposer's submittal being deemed deficient for consideration.

D. Contact

Requests for additional information than is contained in this proposal must be in writing and addressed to Michael Milne, Project Manager, Department of Public Works, State Office Building, Room 460, 165 Capital Avenue, Hartford, CT 06106 or, e-mail to michael.milne@ct.gov for RFP Option One and Three in their entirety as well as Option Two, Section IV.B. 1-4; and to Leo C. Arnone, Bureau of Juvenile Services, 505 Hudson Street, Hartford, CT 06106, or e-mail to leo.arnone@ct.gov for RFP Option Two, Section IV.B. 5-9. Responses shall be limited to information that is available to all proposers and that is necessary to complete the RFP process. Responses will be posted on the DPW and DCF websites. Any form of ex parte contact regarding this RFP or any proposal being prepared or being considered under this RFP, whether directly or in-directly, is hereby strictly prohibited. The exception is contacting the Legal Department for information on the affidavit's, or for non substantive purposes such as to ask for directions.

DPW AND DCT WILL HOLD INFORMATIONAL MEETINGS TO DISCUSS THE RFP, INCLUDING THE PROGRAM FOR DESIGN OF THE FACILITY, THE ADMINISTRATION AND OPERATION OF THE PROGRAM WITHIN THE FACILITY AND THE SITE CRITERIA. ALL PERSONS OR ENTITIES INTERESTED IN SUBMITTING A PROPOSAL UNDER ONE OR MORE OF THE OPTIONS, ARE INVITED TO ATTEND TO LEARN MORE ABOUT THE PROJECT AND TO ASK ANY QUESTIONS. THE MEETINGS ARE NOT MANDATORY, AND ANYONE NOT ATTENDING MAY STILL SUBMIT A PROPOSAL. THE MEETINGS WILL BE HELD AT THE STATE OFFICE BUILDING, ROOM 441, 165 CAPITOL AVENUE, HARTFORD, CT 06106 ON THE FOLLOWING DATE AND TIMES :

OPTION ONE – WEDNESDAY, APRIL 7, 2010 @ 8:30 AM TO 10:30 AM

OPTION TWO – WEDNESDAY, APRIL 7, 2010 @ 11:00 AM TO 1:00 PM

OPTION THREE – WEDNESDAY, APRIL 7, 2010 @ 1:30 PM TO 3:30 PM