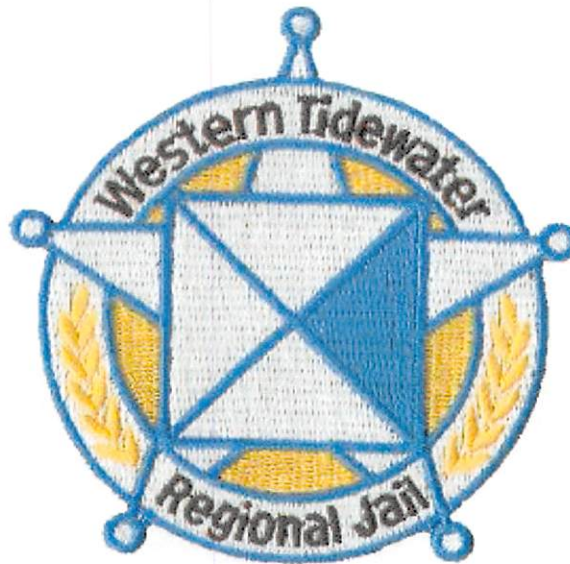


Western Tidewater Regional Jail Authority

Regional Juvenile Detention Center Needs Assessment

RFP # 0001-07-2023

Due Date: August 25, 2023 at 3:00PM





WESTERN TIDEWATER REGIONAL JAIL AUTHORITY (WTRJA)

REQUEST FOR PROPOSALS

REGIONAL JUVENILE DETENTION CENTER NEEDS ASSESSMENT

The WTRJA will accept proposals until Friday, August 25, 2023, at 3:00 p.m., local prevailing time, from qualified firms (“Offerors”) to provide professional services to assist the WTRJ with a Needs Assessment and Planning Study for the development of a Juvenile Detention Center. The project outcome will ensure that the new facility is designed in a way that supports best practice programming and services for youth and their families, to include Trauma Informed models of care and Restorative Justice Practices. The proposed facility is planned to be sited adjacent to the Western Tidewater Regional Jail, located at 2402 Godwin Blvd., Suffolk, Virginia 23434.

WTRJ intends to select one firm to provide these services using a competitive negotiation procedure for professional services as defined in Section 2.2-4301 of the Virginia Public Procurement Act.

Proposals will be received at the Western Tidewater Regional Jail, 2402 Godwin Blvd., Suffolk, Virginia 23434, Attention: Col. William C. Smith, Superintendent.

Offerors may obtain electronic copies of the RFP by visiting the Western Tidewater Regional Jail website: www.wtrj.org/bids, the eVA Virginia Business Opportunities’ website: www.eva.virginia.gov, or by contacting Marissa Dickens at (757) 942-0527.

Inquiries of a technical nature concerning this Request for Proposal should be in writing and emailed to Marissa Dickens at dickensm@wtrj.org.

Regional Juvenile Detention Center Needs Assessment

Table of Contents

1.0	General Description of Request	3
2.0	Background	3
3.0	Scope of Services	4
4.0	Site Visits	5
5.0	Term of Contract	5
6.0	Proposals	5
7.0	Evaluation of Proposals	8
8.0	Rejection of Proposals/Waiver	9
9.0	Form of Contract.....	9
10.0	Proposal Acceptance Period	9
11.0	Questions/Comments Concerning RFP	9
12.0	Deadline/Address	9
13.0	Contract Award.....	9
14.0	Ethics In Public Contracting.....	10
15.0	Qualifications of Offeror.....	10
16.0	Debarment Status.....	10
17.0	Compliance with Immigration Law	10
18.0	Authorization to Conduct Business in Virginia.....	11
19.0	Drug Free Workplace.....	11
20.0	Nondiscrimination.....	11
21.0	Insurance.....	11
22.0	Signature Page.....	12

1.0 General Description of Project

The WTRJA seeks proposals from qualified Offerors to provide professional services to assist the WTRJA with the development of a Needs Assessment and Planning Study to evaluate the potential for the construction and operation of a Juvenile Detention Center. The project outcome will ensure the new facility is designed and sized in a way that supports best practice programming and services for youth and their families to include Trauma Informed models of care and Restorative Justice Practices. The proposed facility is planned to be sited adjacent to the Western Tidewater Regional Jail, located at 2402 Godwin Blvd., Suffolk, Virginia 23434.

The Offeror should be aware of and familiar with all of Virginia regulatory requirements. Virginia's twenty-four juvenile detention centers are licensed by the Department of Juvenile Justice (DJJ) and must comply with 6VAC35-101 "Regulation Governing Juvenile Secure Detention Centers", which governs all aspects of operations and has over 350 specific requirements:

- <https://www.djj.virginia.gov/documents/policy/certification/Compliance%20Manual%20Juvenile%20Detention%20Centers%202014.pdf>

Specific attention should be paid to "Part III Physical Environment" which begins on page 53. In addition, all juvenile detention centers must comply with the Department of Justice's Prison Rape Elimination Act (PREA) Juvenile Facility:

- <https://www.prearesourcecenter.org/sites/default/files/content/preafinalstandardstpe-juveniles.pdf>

Specific attention should be paid to 115.313 and 115.318, pages 10 and 14 respectively.

2.0 Background

The WTRJA was created on November 11, 1990, and the operations within the facility began on July 15, 1992. The Regional Jail is the sole source of adult detention for the Cities of Suffolk, Franklin, and Isle of Wight County. In regard to juvenile offenders, currently, the Cities of Suffolk, Franklin, and the Counties of Isle of Wight and Southampton lease bed space for their juvenile offenders. Prior to January 30, 2023, the bed space was previously leased from the City of Chesapeake. The City of Chesapeake has determined the need to discontinue the leasing of their bed space to all communities, which has resulted in the four jurisdictions having to re-locate their juvenile offenders in six separate regional facilities at times. This places a burden on transporting the juvenile offenders to court sessions, and any medical facilities. It is the desire of the Cities and Counties to have a facility whereas the jurisdictions have an ownership position. The total population of juvenile offenders has ranged with a recent maximum of twenty-one (21) juveniles requiring bed space. As Western Tidewater is experiencing growth, the population of juvenile offenders is anticipated to grow.

3.0 Scope of Services

- A. Conduct a Needs Assessment (in accordance with the guidelines set forth by DJJ) to determine the future capacity for secure juvenile detention needs for the WTRJA member jurisdictions. The Needs Assessment shall include the collection and analysis of the following data:**
 - 1. Juvenile Crime Trends and Forecasts***
 - 2. 5th District Juvenile Court Services Unit Data – (i.e., intakes, caseloads)**
 - 3. Previous Facility Data (i.e., historic Average Daily Population, admissions, length of stay)**
 - 4. Cities of Suffolk and Franklin and Counties of Isle of Wight and Southampton Demographics (forecast of school-age population)**

- B. Discuss quantitative and/or qualitative changes in the identified need(s) which have taken place over time, and project how the identified need(s) may be expected to change (i.e., growth, stability, decline) in the future. Discuss the environmental, demographics, or other factors to which these changes may be attributed.**

- C. Explain the juvenile arrest rates for the localities:**
 - 1. Majority of crimes for target population**
 - 2. Efforts by localities to reduce offenses in those categories**
 - 3. Projection for increase/decrease in those offense categories**

- D. Describe similar or collateral services to the proposed service that are available in the jurisdiction(s) to be served, in contiguous jurisdictions, or within the state. Explain why the alternative service can or cannot be effectively utilized to meet the identified need(s). Provide supporting data.**

- E. Include an assessment of why the need(s) exist, and why the need(s) are not being met by existing resources or cannot be met with existing resources.**

- F. Project Justification:**
 - 1. Discuss the alternatives considered to meet the needs identified in this Needs Assessment. Include estimates of the costs to each participating jurisdiction, DJJ, and the state for each alternative, based on the proposed total project budget estimate and comparison with recent similar types of projects; and**
 - 2. Discuss the benefits of the selected alternatives versus those not selected.**

G. Other Considerations:

Research best practice models and emerging trends regarding the secure housing of juvenile offenders with respect to the following:

- 1. Providing trauma-informed and trauma-responsive environments. Trauma informed design acknowledges and assumes that individuals being served at this facility are more likely than not to have a history of trauma in their lives, and to provide an environment that reduces the likelihood of exacerbating trauma - related symptoms. To contribute to the success of juvenile outcomes while at the Juvenile Detention Center, the facility should be designed with attention paid to details such as providing connections to nature, natural light, and views to the outdoors, providing appropriate opportunities for social engagement, and selecting color palettes that are calming.**
- 2. Secure sleeping rooms for post-dispositional and CPP residents that are less cell-like and more conducive to supporting longer-term treatment goals.**
- 3. Sufficient and appropriate space for individual and group therapy sessions, educational space (including post-graduate and vocational training considerations), administrative space for specialized positions (program case managers, mental health clinicians), and recreational space, including secure outdoor areas.**

4.0 Site Visits

Site Visits may be scheduled at the request of the Offeror and may be arranged by contacting Marissa Dickens at (757) 942-0527. The Offeror shall provide written certification that states no employees or representative of the Offeror will have direct or indirect contact with inmates while on jail property during regular business hours or during jail sponsored activities.

5.0 Term of Contract

The duration of any resulting contract will be dependent on negotiations with the selected Offeror.

6.0 Proposals

- a. To be considered for selection, Offerors must submit a complete response to this RFP. One (1) original, two (2) copies and (1) electronic copy (PDF) of each proposal must be submitted to the WTRJ Administrator, at the location stated on page 1, on or before 3:00 P.M., local prevailing time on Friday, August 25, 2023.**
- b. Proposals should conform to the following requirements:**

- 1. Proposals must be signed by an authorized representative of the Offeror.**
- 2. All requested information must be submitted. Proposals which are substantially incomplete or lack key information will be rejected by the WTRJ.**
- 3. Proposals shall be arranged as follows:**
 - a. Transmittal Letter**
 - b. Table of Contents**
 - c. Narrative Describing Offeror's Understanding of Scope of Work**
 - d. Response to Specific Proposal Instructions (see subparagraph 4 below)**
 - e. Team organization chart**
 - f. Resumes of team members**
- 4. Specific Proposal Instructions:**
 - a. Offeror must furnish evidence of its qualifications, expertise, and experience in the provision of similar services/deliverables. Proposals should highlight similar work performed by the Offeror, including but not limited to other needs assessments and planning studies, particularly those including correction or detention facilities.**
 - b. Offeror must provide the name, address, contact person and phone number of at least two clients for whom Offeror has provided similar services or deliverables. Offeror should include a brief description of each similar project. The WTRJ reserves the right to contact any client listed.**
 - c. The proposal must identify the proposed project team, including the Project Manager.**
 - d. The proposal must identify the Offeror's proposed approach/strategy to completing the project and timeline for providing the services and deliverables. Time is of the essence.**
 - e. The proposal must state any professional licenses maintained by the Offeror and/or individuals identified as being part of the Offeror's project team that are relevant to the project.**
 - f. Proposals should be prepared simply and economically, providing a straightforward, concise description of Offeror's proposal and capabilities to satisfy the requirements of the RFP.**
 - g. Ownership of all data, materials and documentation originated and prepared for the WTRJA pursuant to the RFP shall belong exclusively to the WTRJA and be subject to public subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted**

by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of 2.2-4342.F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document as proprietary or a trade secret is not acceptable and will result in rejection of the proposal.

- h. No information regarding the proposal records or the contents of responses will be released except in accordance with Virginia Code § 2.2-4342. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
- i. Offerors shall NOT provide any estimated project costs in their proposals. During discussions with Offerors, as permitted during competitive negotiation under Virginia Code § 2.2-4302.2, WTRJ may discuss nonbinding estimates of total project costs with Offerors. A final price shall be determined during negotiations.
- j. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be sent or delivered to the WTRJ in an envelope or package that is sealed and clearly marked on the lower left-hand corner of the envelope or package with:

From: _____

(Name of Offeror)

Due Date: August 25, 2023

Due Time: 3:00 p.m.

Address: _____

RFP# 0001-07-2023

7.0 Evaluation of Proposals

The proposals will be evaluated by a committee that includes representatives from the WTRJ Administrator's Office, others determined by the Authority, and the Construction Manager. They will rank the proposals based on the factors listed below and each firm's initial proposal. The WTRJ intends to conduct interviews and/or discussions with at least the two top-ranked firms; however, the committee reserves the right to interview more or less than two firms after initial proposals are reviewed.

After interviews and/or discussions, the committee will make recommendations to the Jail Authority. Upon review and acceptance of the committee's recommendations, the Jail Authority, through its designated representative, will negotiate with the top-ranked Offeror(s) in accordance with the Virginia Public Procurement Act.

Factors to be considered by the committee in determining which Offeror(s) will be selected for interviews and/or negotiations will include:

FACTORS:		POINT VALUE
1.	Specialized experience, expertise and qualifications of the firm and team members in parking lots and site work improvements.	30%
2.	Offerors overall approach to complete the design and permitting in a rapid and efficient manner.	30%
3.	Phasing plan to maintain access to Vehicle Sally Port	20%
4.	Record of the firm in completing similar projects on time and within budget, without change orders or additional fees	10%
5.	Completeness and responsiveness of proposal	10%
TOTAL		100%

8.0 Rejection of Proposals/Waiver

WTRJA reserves the right to cancel this Request for Proposal or reject any or all proposals received. The WTRJA also reserves the right to waive informalities in proposals.

9.0 Form of Contract

Unless otherwise modified during negotiations with the Offerer, the WTRJA intends to utilize EJCDC E-520, 2015 Short Form of Agreement Between Owner and Engineer for Professional Services. It shall be Offerer's responsibility to furnish duplicate original Agreements.

10.0 Proposal Acceptance Period

Any proposal in response to this RFP shall be valid for ninety (90) days. At the end of the ninety days, the offer may be withdrawn at the written request of the Offerer. If the offer is not promptly withdrawn (within 5 business days) at that time, it remains in effect until an award is made or the solicitation is canceled.

11.0 Questions/Comments Concerning this RFP

Pursuant to Virginia Code §2.2-4316, questions or comments concerning this RFP shall be submitted in writing via email to Marissa Dickens no later than 4:00pm EST on Tuesday, August 8, 2023.

12.0 Deadline/Address

All proposals must be sealed, delivered, and received by 3:00 p.m., local prevailing time on Friday, August 25, 2023. Proposals shall be mailed, or hand delivered to:

Col. William C. Smith,
Superintendent Western
Tidewater Regional Jail 2402
Godwin Blvd.
Suffolk, Virginia 23434

13.0 Contract Award

The award of any contract will be made in accordance with the statutes for competitive negotiation for professional contracts contained in Virginia Code § 2.2-4301. It is the WTRJA's intent to enter into a contract with the successful Offerer on or before Friday, September 15, 2023. If the WTRJ determines in writing and in its sole discretion that only one Offerer is fully qualified, or that

one Offerer is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offerer. Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the WTRJ will post such notice on the WTRJ's webpage.

14.0 Ethics in Public Contracting

By submitting a proposal, Offerer certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offerer, supplier or subcontractor in connection with their proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Furthermore, the provisions, requirements, and prohibitions contained in Sections 2.2-4367 through 2.2- 4377 of the Virginia Code, pertaining to bidders, offerers, contractors and subcontractors, are applicable to this RFP, as are the provisions, requirements, and prohibitions contained in Sections 2.2-3100 through 2.2-3131 of the Virginia Code.

15.0 Qualifications of Offeror

The WTRJA may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offerer to perform/provide the Services/deliverables and the Offerer shall furnish to the WTRJ all such information and data for this purpose as may be requested. The WTRJ reserves the right to inspect Offerer's physical facilities prior to award to satisfy questions regarding the Offerer's capabilities. The WTRJ further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offerer fails to satisfy the WTRJ that such Offerer is properly qualified to carry out the obligations of the contract and to provide the Services and/or furnish the goods contemplated therein.

16.0 Debarment Status

By submitting their proposals, Offerers certify that they are not currently debarred by the Commonwealth of Virginia, WTRJ, Virginia, or any other locality from submitting bids or proposals on contracts for the type of Services/deliverables covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

17.0 Compliance with Immigration Laws and Regulations

By submitting their proposals, Offerers certify that they do not employ any unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

18.0 Authorization to Conduct Business in the Commonwealth

By submitting their proposals, Offerers certify that that they are authorized to transact business in the Commonwealth.

19.0 Drug Free Workplace

During the performance of any work resulting from this Request for Proposals, Offerer agrees to (i) provide a drug-free workplace for the Offerer's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Offerer's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Offerer that the Offerer maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

20.0 Nondiscrimination

Offerer shall not discriminate based upon race, religion, color, sex, national origin, age, or disability, or against faith-based organizations.

21.0 Insurance

By submitting their proposal, Offerers certify that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded:

- a) Workers' Compensation - Statutory requirements and benefits.
- b) Employer's Liability \$100,000 each accident, \$100,000 each disease & \$500,000 disease policy limit.
- c) Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. WTRJ must be named as an additional insured and so endorsed on the policy.
- d) Automobile Liability - \$1,000,000 combined single limit.
- e) Engineering Profession Service Limit - \$2,000,000 per occurrence, \$6,000,000 aggregate.
- f) Excess Liability, including Employer's Liability, Automobile Liability, and Commercial General Liability- \$5,000,000 aggregate.

Prior to entering into Agreement, WTRJ must be named as an additional insured on the Acord insurance certificate reflecting Commercial General Liability and any other required insurance coverages.

22.0 Signature Page

In compliance with this Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon in writing by subsequent negotiation.

Company Name and Address:

_____ Signature:

Date: _____

Name: _____

Title: _____

Telephone: _____

Email: _____