



JUDICIAL BRANCH
 OFFICE OF THE CHIEF COURT ADMINISTRATOR
 MATERIALS MANAGEMENT – PURCHASING SERVICES
 90 WASHINGTON STREET, 4th FLOOR
 HARTFORD, CT 06106
 (860) 706-5200 FAX: (860) 706-5099

REQUEST FOR INFORMATION

INSTRUCTIONS

Interested parties shall submit the information requested in this Request for Information (RFI) within the time frame established below. All information received as a result of this RFI shall remain the property of the Judicial Branch of the State of Connecticut.

Issued by (Agency): Judicial Branch - Purchasing Services	Return Proposal Attention of: Dawn Ashley	RFI Number: 01-1700
Agency Address & Telephone: 90 Washington Street, Hartford, CT 06106 – (860) 706-5200		Date Issued: 12/20/17
RFI Opening at Above Address – Date and Time: Thursday, January 4, 2018 by 4:00 p.m.		Date Required: 1/4/2018
Signed for Agency: <i>Dawn Ashley</i>	Title: Manager	Services Required: N/A

- Request for Interest:
- Delivery Locations:

ITEM/CATEGORY:
Juvenile Residential Program Facilities
Statewide

Company Name _____

An Equal Opportunity/Affirmative Action Employer

REQUEST FOR INFORMATION #01-1700

1. BACKGROUND

Legislative changes enacted during the 2017 Session transfer some juvenile justice functions from the Department of Children and Families to the Judicial Branch (JB), and require the creation of new residential programming. As a result, the JB Court Support Services Division (CSSD) will need to contract with private providers for a host of community-based programs, including residential programs, for juvenile justice involved youth. Juvenile residential programs may be hardware secure or staff secure.

2. INTENT

Realizing that securing appropriately zoned sites for these residential programs in a timely fashion can be difficult, this RFI seeks to identify facilities that may be available in Connecticut. The Judicial Branch invites responses from property owners who may wish to avail their facilities for such use. Respondents to this RFI will not be prohibited from bidding on any subsequent Request For Proposal (RFP) for the delivery of services, but if respondent property-owners do not care to provide residential programming, yet are willing to lease their space, this RFI is a means to communicate that interest. This RFI may also be of interest to an agency that intends to bid on the delivery of services and is willing to lease space to another provider, in the event that the property-owner is not successful in their bid on service delivery.

3. PURPOSE

By submitting a response to this RFI, the respondent authorizes the JB CSSD to share information with bidders about potentially available space for community-based residential services for juveniles. Respondents should not expect any guarantees from JB CSSD that the proposed site will be found appropriate or used. This solicitation is merely for the exchange of preliminary information. It is an exploratory effort that should by no means communicate pre-qualification or commitment of any sort.

Respondents must be aware that the Judicial Branch typically contracts with private providers for periods of two years, with three additional one year options. That is to say, services (and siting) are re-procured at least every five years. Respondents should also know that Judicial requires that a lien be placed for any property in which it invests \$100,000 or more for capital improvements, equipment, or renovation. It is understood that renovations are likely necessary for nearly any property identified, and that the JB understands that it will need to consider making funds available for some or all facility and or equipment changes. Further, respondents are advised that additional facility or siting requirements may be identified in the future, and that the following list is not exhaustive.

4. RESPONDING TO THIS RFI

Interested parties should return their submissions to Dawn Ashley, Purchasing Services via any method below; however, email is preferred.

Fax: (860) 706-5099
Email: dawn.ashley@jud.ct.gov
Mail: Purchasing Services
 90 Washington Street
 Hartford, CT 06106

5. CONDITIONS

For each of the following, please indicate, in the space that precedes each statement, whether the attribute listed is present and currently available (Y) , can be made available with renovation (M), is not an option (N), or its condition is unknown (U). For any item answered with an M, please indicate any known challenges, other than funding, for upgrades. If possible, please also indicate what costs might be incurred.

#	Item	Response
1	Proposed location / address/ Town	
2	Required Zoning for the Town or municipality?	
3	Zoning status of property?	
4	Anticipated lease amount for available space	\$_____ lease amount _____ sq. ft. available space
5	Anticipated date by which space could be available (Please reply both "as is" and "with renovation")	As is : With Renovations:
	Response Y,M,N,U	Item
		Additional Notes
6	The facility is in compliance with federal, state and local residential building codes.	
7	The facility is in compliance with Federal, state, and local fire safety codes, and is available for annual inspections.	

#	Response Y,M,N,U	Item	Response
8		Facility kitchen area is compliant with requirements of the State Department of Health, and is available for on-going audits.	
9		Physical plant is handicap-accessible, including bedroom(s) and bathroom(s)	
10		Shower temperature can be maintained between 100 and 120 degrees Fahrenheit.	
11		Facility furnishings and finishing meet fire safety performance for the materials selected.	
12		Facility has an automatic fire detection system, approved by the jurisdictional authorities and is available to have quarterly inspections	
13		Number of available bedrooms / Range of available capacity (Single occupancy bedrooms are preferred. No more than two persons per room are allowed.)	
14		A generator is currently available to operate sufficient portions of the physical plant to maintain programming.	
15		Bedrooms have 35 square feet of unencumbered space per juvenile, once furnished, and have natural light.	
16		Can bedroom doors be locked? If so, bedroom doors have release mechanisms that allow for both manual and remote release capacity in an emergency	
17		Bathrooms are available to juveniles at a fixture to juvenile ratio of 1 to 8, with two toilets and two showers minimum.	

#	Response Y,M,N,U	Item	Response
18		Medical services have dedicated space in the facility to allow for routine treatment and screenings. The space has the ability to allow for private physical exams, and includes a sink	
19		Dining areas have 15 square feet per individual allowed in the space at one time. (Provide total dining area square footage.)	
20		The facility has the capacity to maintain a secure perimeter that will prevent public access without authorization. If a fencing is going to be used the preference is for use of no climb mesh fencing over razor ribbon.	
21		Facility has sufficient cameras to monitor the exterior perimeters and all entrances including a capacity to record.	
22		Interior camera and other electronic monitoring devices limit blind spots and promote safety, in compliance with the federal Prison Rape Elimination Act.	
23		The physical plant has heating and cooling systems to ensure comfortable temperatures are maintained	
24		The facility has indoor and outdoor recreational space available to allow for large muscle activities daily. If outside space is available, is it secure? (Provide total square footage of outside space.)	
25		Dayroom areas have 35 square feet of space per juvenile and have appropriate seating for all juveniles and have natural light with-in 20 feet	
26		Room lighting has 20 foot candles at desk level	

#	Response Y,M,N,U	Item	Response
27		Facility has visiting space, including the ability to screen and secure visitors personal items.	
28		Facility visiting space has reasonable sound barrier for confidentiality.	
29		There is Educational/ Vocational space in the facility to accommodate the juveniles' educational needs.	
30		There is a Group room (space for small group meeting or family sessions)	
31		Bedroom doors have windows / permit observation of juveniles 24/7.	
32		Staff office space is available – how many offices?	
33		Ample parking is available – how many spaces?	
34		There is dedicated space for counseling and individual or family therapy	
35		Bathroom fixtures are suicide resistant	