

# Office of the Controller

Fayette County, Pennsylvania

**SCOTT T. ABRAHAM**

Controller



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October 13, 2016

## A D V E R T I S E M E N T

Sealed proposals will be received in the Fayette County Office of the Controller, Fayette County Courthouse, Pennsylvania, until 3:00 p.m. Thursday October 27, 2016 from qualified consultants to provide a Correctional Facilities Needs Assessment to evaluate current and projected inmate population growth of the Fayette county Prison System. The June/2001 and September /2013 studies are available for review.

Forms and specifications for RFP # 16-05 may be obtained by contacting the Chief Clerk Amy Revak at 724-430-1200, x213 or via e-mail at [arevak@fayettepa.org](mailto:arevak@fayettepa.org). or from the county's website at [www.co.fayette.pa.us](http://www.co.fayette.pa.us)

All proposals submitted to this advertisement must be sealed with clear tape and clearly marked on the outside of the envelope RFP 16-05.

Submit one (1) original and five (5) copies to the Office of the County Controller, Courthouse, 61 East Main Street, Uniontown Pennsylvania, 15401.

The Fayette County Commissioners reserve the right to reject any or all bids or parts thereof.

Scott Abraham  
Fayette County Controller

Advertise: 10/17/2016, 10/20/2016

Open: October 27, 2016

## ADVERTISEMENT

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Selection will be based on a combination of qualifications and fees. The Fayette County Commissioners reserve the right to reject any or all proposals or parts thereof.

REQUEST FOR PROPOSALS  
RFP 16-05

This is a Request for Proposals for Consulting Services to develop a Correctional Facilities Needs Assessment to evaluate current and projected inmate population growth of the Fayette County Prison system. The Fayette County Commissioners' plans are to contract with an organization with a strong record working with the prison population.

Contact People: Fayette County Board of Commissioners,  
Vincent A. Vicites, Chairman  
Dave Lohr, Vice-Chairman  
Angela Zimmerlink, Secretary  
Brian Miller, Warden  
Amy Revak, Chief Clerk

Contact Phone Number: 724-430-1200

Fayette County is requesting proposals from qualified companies to provide a study to determine an updated projection of prisoner housing needs for the next 10 years and the following 10 years (total 20 years). It is the County's desire to receive the report from the successful company within 90 days of the approved contract. The projections should include, but are not limited to, the following scope of work:

- Compare population/growth with the neighboring counties and other counties of similar size to that of Fayette County in the State of Pennsylvania.
- Evaluate the magnitude and type of demands facing Fayette County's total criminal justice system in addition to the County Prison itself.
- Conduct a comprehensive study of the characteristics, security classifications, and program needs of the current Prison population and develop projection models that will provide a long-term forecast of the County's Prison population by gender and classification levels.
- Collect all relevant data for the criminal justice agencies and County Prison. This data will include, but not be limited to:
  - Reported crime.
  - Arrests, bookings, and warrants from local and state law enforcement agencies.
  - Annual Courts criminal case filings, case dispositions, and age of pending cases (District Court and Court of Common Pleas).
  - Identify Magisterial District Judges' practices for violations of local ordinances, traffic offenses, or non-traffic summary offenses and their impact on Prison population.
  - Identify best practices for Courts, District Attorney, and Probation to expedite dispositions.
  - Prison annual admissions (ADM), sentenced and pre-trial detention average daily inmate population counts (ADP), and average length of stay (ALOS) by sentenced and pre-trial status.

- ADP year-end counts by gender, classification, security, and custody breakdowns.
- Prison diversion programs annual caseload counts.
- Local County Probation Department annual caseload counts by type of supervision.
- Identify potential alternatives to incarceration and their impact on the Prison average daily population.
- Other community corrections or community-based correctional programs with caseload counts as available.
- Provide estimates of costs attributable to transporting inmates to and from Court using one-mile and seven-mile distances.
- Official County population projections for the next 10 years and the following 10 years (20 years).
- Evaluate the existing facilities to determine how they may be most effectively used. Evaluate the need for construction of a new facility and with a separate low-level security facility.
- Develop a database required for inmate population management, inmate classification, and projects of bed-space requirements.
- Develop an impact analysis of Mental Health Court, Veterans Court, and Drug Court on Prison population.
- Prepare a report detailing the firm's conclusions and recommendations with corresponding back-up support data.
- Any other pertinent information.

**For this Request for Proposals your firm must provide the following documentation:**

- Firm's principals, contact person, address and contact information including email address.
- Provide an overview of the firm's experience, capabilities and personnel who are qualified to evaluate state and local correctional systems.
- Current workload and time table. Can the firm meet the requirements of this proposal?
- Scope and level of service proposed (list services to be provided for the project).
- List of most recent and/or current prison projects you have completed.
- At least 3 to 5 Pennsylvania county references with project narrative associated with this type of project.
- Fees and costs associated with the services provided.

**Questions should be submitted in writing to Amy Revak, Chief Clerk via email to [arevak@fayettepa.org](mailto:arevak@fayettepa.org) or mail to Amy Revak, Fayette County Courthouse, 61 East Main Street, Uniontown, PA 15401. The deadline for questions and clarifications is ten days prior to the submission date. (3:00 p.m. October 17, 2016.)**

**Submission of proposals**

Deadline for submissions: October 27, 2016, Time 3 p.m.

Send one (1) original and Five (5) copies to: Office of the County Controller  
Fayette County Courthouse  
61 East Main Street  
Uniontown, PA 15401

All proposals must be sealed with clear tape and clearly marked with RFP 16-05.

All proposals become the property of Fayette County.